

STEPS TO REQUEST READMISSION

Submit a written request to: Dr. Donald Parks, Dean
Flagler College-Tallahassee
444 Appleyard Drive
Tallahassee, FL 32304
parksd@tcc.fl.edu

Your request must include the following:

- Your previous dates of enrollment.
- The reason you left Flagler College (transfer to another college, family, travel, academic dismissal) If you were academically dismissed, you will need to include strategies that you will employ to improve your grades and your academic standing.
- What you have been doing since leaving Flagler College (another college, family, travel, work).
- Reason you wish to return.
- Semester and year in which you wish to re-enroll.
- Major you intend to pursue upon returning to Flagler College.
- Current mailing address and phone number.

You must complete a new Flagler College - Tallahassee application and submit official transcripts for any college courses taken since leaving Flagler. You do not need to pay another application fee, however you will be required to pay a \$100.00 enrollment deposit if you are approved to return.

After you send a written request for readmission, the Flagler College -Tallahassee assistant registrar will contact you, in writing, within seven to ten business days.

The deadlines for readmission are listed below:

Fall Semester	July 1 of same year
Spring Semester	November 1 of the preceding year
Summer Term	April 1 of same year

Please keep in mind: All readmitted students are accepted on a space-available basis.