As of March 1, 2009, the Intent to Re-enroll Form (ITRE) is no longer required

Students who wish to re-enroll will be charged a $100 re-entry fee. This fee may be waived if any of the following circumstances apply.

- Return within six months from the day a student requested to be withdrawn
- Submitted the ITRE prior to March 1st 2009
- Withdrew due to military deployment
- Graduated from WGU

If you are a student and wish to go on term break please follow these steps:

1. Contact your mentor to request a term break prior to the end of your term. Term breaks cannot be taken in the middle of a term.
2. Discuss with your mentor when you plan to return. Term breaks should not exceed three months without approval by your mentor.
3. Your mentor submits your term break request.
4. You will receive an email from Student Services confirming your term break request. Please verify that the dates are correct and contact Student Services if there are any discrepancies.
5. Your term break will begin the first day of the month following the end of your current term.

To return from term break please follow these steps:

1. Two weeks before you are scheduled to return, you will be contacted by email and by phone by the Student Services department. Please respond promptly.
2. Your financial account will be reviewed by the Bursar's office prior to your return to ensure you are in good financial standing with the University.
3. You and your mentor will be notified by email if you need to make a payment or are missing any financial aid documentation.
4. Once you have been financially cleared, your Academic Action Plan (AAP) page will be available on the first day of the new term.

To request to withdrawal while on term break:
Contact Student Services at studentservices@wgu.edu or 1-866-903-0110.

For additional information you may click on the links below to the student handbook or contact student services at 1-866-903-0110.