

# Voluntary Resignation of HLC Membership

HLC Notification Form

Submit the completed form at [hlcommission.org/upload](https://www.hlcommission.org/upload). Select “Requests From HLC” from the list of submission options to ensure the form is sent to the correct staff person.

At any time after receiving an institution’s Voluntary Resignation Form, and within five days of receipt, HLC will reply to the institution confirming receipt and formally accepting the effective date of resignation. Upon acceptance by HLC, the resignation is generally irrevocable. Any further evaluative activities with HLC will be placed on hold and then canceled. See [Voluntary Resignation of HLC Membership](https://download.hlcommission.org/VoluntaryResignationProcedure_PRC.pdf) and HLC policy [Voluntary Resignation of Accreditation or Candidacy (INST.B.30.010)](https://www.hlcommission.org/Policies/voluntary-resignation-of-accreditation-or-candidacy.html) for more details about the resignation process.

Institution:

City, State:

Name of person submitting this form:

Title:

Phone:

Email:

## Resignation Details

Effective Date:

***Note:*** The effective date of the resignation must be within one year of the submission of this form. In addition, for accredited institutions, the effective date of resignation also must not exceed the maximum interval for Reaffirmation of Accreditation; for candidate institutions, the effective date also must not be more than four years from the date Candidacy was awarded.

Reason for resignation:

If the institution is closing (ceasing operations), describe the arrangements the institution has made for storing student transcripts after the institution has closed.

## Resignation Statement

Name of CEO and Name of Board Chair certify that Name of Institution intends to voluntarily resign its  with the Higher Learning Commission, effective MM/DD/YYYY. Name of Institution will continue to abide by HLC’s requirements, including the [Obligations of Membership](https://www.hlcommission.org/Policies/obligations-of-membership.html), until the effective date of resignation and will satisfy all financial obligations to HLC prior to resignation.

### Chief Executive Officer

Name: Date:

Signature

### Chair of the Board

Name: Date:

Signature *(In lieu of the chair’s signature, the institution may submit a copy of meeting minutes showing the governing board’s intention to resign.)*