



VACATION APPLICATION¹

Students with following criteria may request permission for vacation.

- Good academic standing
- Completed at least **four consecutive sessions (8 months)** of enrollment in the ESOL program at GCU
- Fully expects to return to complete requirements for the program
- There is no unpaid fees/tuition or other issues with Business Affairs

This form is submitted in addition to a letter of explanation and official letter confirming status. All documents must be submitted to Georgia Christian University no later than two weeks prior to the first day of class for the term in which the leave is required.

Session Starting Date: _____ (mm/dd/yyyy)

Student Name: _____
Last, First

Student ID #: _____

Student DOB: _____ (mm/dd/yyyy)

Email: _____

Phone Number: (Cell) _____ (Home/Alternative) _____

Address: _____

Do you receive any institutional, state, or federal financial aid? Yes _____ No _____ (If Yes when? _____)

Please read and initial next to the seven statements below indicating you have read the following information. In requesting this vacation status I understand:

_____ A vacation is granted only after completion of eight consecutive months of enrollment.

_____ While on vacation, all correspondence regarding the vacation status is mailed to the address listed above or currently listed in the GCU administrative system, so it is mandatory that the student maintain current information with GCU administration. GCU is not liable for any and all consequences due to the lack of current information of the student.

_____ A vacation period does not exceed maximum two months after completion of eight months enrollment. There will be no extension approval.

¹ For International Students Only (F-1 Visa Status)

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_____ Students on vacation are considered as students eligible to enroll the next session. As such students are not required to reapply to the University for the subsequent term. Failure to enroll for the next eligible term causes the student to be withdrawn from the University at the date the vacation was granted. This action may result in penalties in his/her financial arrangement and other areas predicated on a student's enrollment.

_____ A vacation is granted at the discretion of the Admissions Office at the University in consultation with the Directors of Academic Affairs & Business Affairs.

_____ The student is responsible for any remaining changes or additional changes not yet applied to the account at the time of requesting a leave of absence.

_____ It is student's responsibility to submit all required and relevant documents.

Student Signature: _____

Date: _____

Please have signed by administrative offices (If applicable):

Office of Business Affairs: _____

Date: _____

Office of Academic Affairs: _____

Date: _____

(Office Use Only)

First term enrolled at GCU: _____

Current academic standing: _____

Current disciplinary standing: _____

Current financial standing: _____

Director of Admissions (Sign): _____

Date: _____