



Enrollment Status Change Form

- Complete this form if you are seeking a change in your enrollment status at HCHC.
- Return completed form to the Registrar's Office.

Last

First

M.I.

Street Address

Apartment/Unit #

City

State

ZIP Code

Student Identification Number

Phone: _____ Email: _____

Hellenic College Holy Cross Effective Date of Withdrawal/Leave of Absence/Stop Out: _____

Please check one of the following.

Leave of Absence

Students must be in good academic standing in order for a leave of absence to be granted. All financial obligations must be met, or arrangements made, before the student is permitted to return. The total duration of a leave of absence may not exceed 180 days in a 12 month period. Students must submit documentation supporting his or her leave of absence.

Withdrawal from College

All financial obligations must be met or arranged prior to withdrawal from Hellenic College Holy Cross.

Stop Out

Students who are not eligible for an approved Leave of Absence may seek a Stop Out. Students seeking to leave the College with intention of returning at a later date, will be considered a Stop Out. A Stop Out does not apply to absences from classes for short-term reasons and cannot exceed 180 days.

Reason for leaving: Medical Personal Financial
 Transfer to another institution (Please specify below.) Other (Please specify below.)

College Officials Signatures

Controller: _____ Librarian: _____ Financial Aid: _____
Dean of Students: _____ Academic Dean: _____ Advisor: _____

Student Authorization

I hereby authorize Hellenic College Holy Cross to process this enrollment status change as indicated above.

Signature: _____ Date: _____

HCHC Internal Use Only

Process Date: _____ Registrar Initials: _____ Action: _____

LEAVE OF ABSENCE

The College, only for extraordinary circumstances, grants a Leave of Absence over which the student and the College have no control. A Leave of Absence granted for medical reasons must have certification by a physician that the student is unable to meet the normal student activities required. Procedures for applying for a Leave of Absence are the same outlined in the section above under Withdrawals. A Leave of Absence will be granted for one (1) semester, not to exceed 180 days. No student may have a leave of absence longer than one semester during his/her enrollment at the College, subject to review by the Academic Dean. A student on a leave of absence may not enroll at another school during that period since he/she is considered a student at the College. Failure to observe this regulation will result in disciplinary action. The effective date for a Withdrawal, Leave of Absence, and Stop Out is the date the application is filed with The Registrar.

WITHDRAWAL FROM COLLEGE

If a student desires to withdraw voluntarily from the College, he/she must secure an Enrollment Status Change Form from the Registrar. If withdrawal takes place after the eighth (8) week of instruction, the marks of "WP" (Withdrew-passing) or "WF" (Withdrew-failing) will be entered on his/her transcript. Credit will not be granted. In the case of a minor, withdrawal will not be permitted without written consent from the parents or guardian. A student who fails to withdraw in the prescribed manner will not be entitled to an honorable dismissal nor to any refund, and will receive the marks "WF" on all courses carried. Notations will be entered on the permanent transcript as to the standing of the student at the time, such as "withdrew while disciplinary action pending", etc.

Reinstatement after withdrawal must be made through the Office of Admissions. If the period the student has been absent from the College is one (1) semester or less, then he/she may be admitted by reactivating and reviewing his/her original application for admission. If the period exceeds one (1) semester, then a complete new application for admission must be filed.

STOP OUT

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