

REQUEST FOR TRANSIENT PERMISSION

Section I (to be completed by student & advisor– **PLEASE PRINT CLEARLY**)

Full Name _____ ABAC ID # _____

Complete Mailing Address _____

City, State and Zip _____

ABAC E-Mail _____ Phone _____

Name and <u>complete</u> address of college you plan to attend as a transient student (PLEASE PRINT CLEARLY):			
Transient term/year: 20____ <input type="radio"/> Summer Term <input type="radio"/> Fall Semester <input type="radio"/> Spring Semester			
Other Institution's Course Number (e.g., ENGL 1101)	Other Institution's Course Title	ABAC's Course Number (e.g. ENGL 1101)	(ABAC Use Only) Course approved to transfer to ABAC

I have read both pages of the transient permission request form and understand my responsibilities as a transient student. Further, I understand I must request that the transient institution send an official transcript to ABAC as soon as grades are available.

Student's Signature: _____ Date _____

This student has an extenuating circumstance which requires the course(s) above be taken at another institution. Further, these courses will fulfill a graduation requirement for this student.

Advisor Approval: _____ Date _____

School Dean Approval: _____ Date _____
(If taking a 3000 or 4000 level course)

Section II (Sign both pages and submit to Academic Support, Carlton 314, or asc@abac.edu)

Academic Standing: Student is in good standing and eligible to return Student is not in good standing but is eligible to return

Enrollment: Student is enrolled for current term _____ Student was enrolled in the past year during term _____

Academic Support Counselor's Review _____

Date _____ Distribution completed by _____

Distribution: Transient School; Student; Advisor; Student's ABAC Record; ABAC Financial Aid

Internal Use: If transient permission is denied, send notice of denial to only the student and advisor.

Denied for the following reason: _____

REQUEST FOR TRANSIENT PERMISSION

BOTH PAGES OF THE TRANSIENT PERMISSION REQUEST FORM MUST BE READ AND COMPLETED BEFORE PERMISSION MAY BE CONSIDERED.

Section III (*Student Section; The student should carefully read then sign the form indicating that the student understands the following:*)

THE STUDENT MUST HAVE THE TRANSIENT SCHOOL SEND AN OFFICIAL TRANSCRIPT TO ABAC AS SOON AS GRADES ARE AVAILABLE. TRANSIENT PERMISSION WILL NOT BE GRANTED FOR ANY STUDENT WHO HAS AN OUTSTANDING FINANCIAL OBLIGATION OR FINANCIAL HOLD.

This request for transient permission is for ONE TERM ONLY. If the transient school enters an Agreement with ABAC to verify for us enrollment in classes, ABAC Financial Aid may determine and award based on the student's eligibility. The student should be aware that financial aid will likely NOT pay upfront for classes at the transient school.

- The student must earn the minimum required residency hours at ABAC to satisfy requirement for the degree program. The student **may not take any 3000-4000** level courses required for the declared major as a Transient Student at another institution. Exceptions require permission from the school dean.
- If the student has not attended ABAC within one academic year, a readmission application is required before returning.
- The student MUST request an official transcript be sent to the ABAC immediately after the transient semester ends and grades have been assigned. Continuing financial aid eligibility at ABAC CANNOT be determined until the official transcript is received at ABAC.
- The student receiving financial aid at ABAC will receive aid for the total number of hours enrolled at ABAC and/or the transient institution only after receipt of a completed Agreement provided by the transient institution.
- The student should be aware that not all institutions enter into an Agreement for transient study. The student is responsible for contacting the transient institution prior to attending to verify that the school will enter into an Agreement with ABAC. Otherwise, transient hours will not be considered in determining financial aid eligibility and potential award amount.
- The student should be **prepared to pay** for all expenses at the transient institution related to attendance, including tuition, fees, books, etc. Federal funds will not be available at the time of transient enrollment and registration.
- The student eligible for HOPE Scholarship should contact the transient institution prior to attending to determine the requirements in awarding transient HOPE funds.
- For the HOPE Scholarship, the student is required to maintain at least a 3.0 GPA and has checkpoints at 30, 60, and 90 hours as well as after Spring semester. To be awarded for the following semester, an evaluation of the HOPE attempted hours and GPA must be performed. Remember that HOPE will **NOT** be awarded until transcripts have been received.

Full Name _____ ABAC ID # _____

College/University Student Will Attend _____

Student's Signature: _____ Date _____

Section IV (*To be completed by Financial Aid via Academic Support*)

HOPE Eligible _____ Tier _____ Hours _____

Eligible for Federal Aid _____

HOPE Eligible Certificate Sent _____ Consortium Agreement Sent _____