

# REQUEST FOR HIATUS



## STUDENT INFORMATION

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Local Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Calvin E-mail Address: \_\_\_\_\_@calvin.edu Academic Standing: \_\_\_\_\_

Address while on hiatus (if known): \_\_\_\_\_

Begin hiatus status: term \_\_\_\_\_ month/year \_\_\_\_\_ Return to Calvin: term \_\_\_\_\_ month/year \_\_\_\_\_  
fall, interim, spring fall, interim, spring

## PROVISIONS

Undergraduate students may request an official hiatus (interruption in enrollment) from Calvin University for one semester.

Graduate students may request an official hiatus for one year.

**An approved hiatus will:** eliminate re-application paperwork/process upon return and will maintain Calvin student accounts.

**An approved hiatus will not:** maintain status as an active or enrolled student.

Students will be reported as withdrawn to the National Student Clearinghouse, which may result in loan repayment being required.

## QUALIFICATIONS

For graduate students, hiatus status is commonly approved because of the nature of continuing education for working adults.

For undergraduate students, a hiatus is approved only in exceptional circumstances. Students that are not eligible must reapply to Calvin when they wish to return.

Students with the following circumstances **will be considered** for an approved hiatus (provide details below):

- Medical needs.
- Participation in an off-campus program that is not endorsed or approved by Calvin University.
- Compassionate reasons affecting immediate family.
- Military service or military training for a period of one term.
- Course(s) needed for graduation not offered until a future term.

Students with the following circumstances **will not be considered** for an approved hiatus:

- Students on academic probation.
- Enrollment at another college during period of leave (exception: off-campus program as described above).
- Requests for more than one semester.

Students attending Calvin on an F1 or J1 visa must have the approval of the Designated School Official in order to be placed on hiatus.

**Briefly summarize your reason for requesting a hiatus:**

I will register for courses during my scheduled registration time for the semester I plan to return to Calvin – (list term/year): \_\_\_\_\_. I understand that if I do not register at this time, my hiatus status will expire and I will need to apply for re-admission to Calvin University. I also understand that I will not be officially enrolled at Calvin and will not receive any financial aid during this time.

Student's Signature: \_\_\_\_\_ Signature Date: \_\_\_\_\_

### Approval – submit to the registrar's office

Student Life \_\_\_\_\_ Designated School Official (J1/F1 Visa) \_\_\_\_\_

Registrar \_\_\_\_\_ Completed Processing \_\_\_\_\_