

**CARSON-NEWMAN UNIVERSTIY**

**REQUEST FOR A BREAK IN ENROLLMENT**

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Address: \_\_\_\_\_

Contact number: \_\_\_\_\_ E-mail: \_\_\_\_\_

I request a break in enrollment during \_\_\_\_\_ (Term/Yr.) semester for the following reason:

- 1. \_\_\_\_\_ Intellectual/personal development
- 2. \_\_\_\_\_ Study Abroad
- 3. \_\_\_\_\_ Personal emergency
- 4. \_\_\_\_\_ Medical (Please attach documentation from Medical Professional)
- 5. \_\_\_\_\_ Other

Please give an explanation for your request and provide supporting documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature Date of Request: \_\_\_\_\_

\_\_\_\_\_  
Adviser Date: \_\_\_\_\_

\_\_\_\_\_  
Registrar Date: \_\_\_\_\_

All requests for study at another institution during this period must be approved **prior** to the beginning of the semester in which break in enrollment is requested. An “*Authorization to Take Courses at Another Institution*” application must be submitted to and approved by the Registrar in order for credit to transfer back to C-N.

\* Study Abroad applicants must submit all required Study Abroad documents in addition to this request form.

Consult the Office of Financial Assistance to determine if financial aid status may be affected by this beak in enrollment. Students receiving Title IV funds will be subject to repayment during the period of non-enrollment.

Catalog Policy: A student who desires to be absent from the college for one or two semesters for the purpose of intellectual development or for personal reasons should consult their academic adviser for appropriate approval procedures. If approved, the student will be guaranteed readmission at the end of the specified time, providing the terms of the request have been satisfactorily fulfilled. An Application for Re-admission must be submitted to the Office of Admissions prior to the next enrollment period.