

OFFICE USE ONLY

Method of Transmittal _____
(Personal, certified mail, regular mail)

Date Received

Time Received

Received By

OFFICE USE ONLY FOR AUTHORIZATION

1. Processing fee received by _____ Receipt # _____
2. Approved: Yes Date _____
 No
Effective: End of semester
 Date of check-out
 Not enrolled in classes
Assessment: Yes # of days _____
 No
3. Denied _____ Date _____
4. Letter sent on _____

Notes