

## REQUEST FOR TRANSIENT PERMISSION

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

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Name and <u>complete</u> address of college you plan to attend as a transient student ( <b>PLEASE PRINT CLEARLY</b> ):			
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.**

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**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.**

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**Section II** (To be completed by Academic Support)

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

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College/University Student Will Attend \_\_\_\_\_

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

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