

# COURSE HOLD REQUEST

\*\*\* Please be advised that there is a \$25.00 fee to process your hold request & your hold request is subject to approval by the school.

## TO BE COMPLETED BY STUDENT:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Preferred Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Course(s) requested to be on hold: \_\_\_\_\_  
Reason for hold: \_\_\_\_\_

Please read and initial each of the following:

1. The requested course will be placed on hold for only a period of two (2) months.
2. If I do not activate the course, before the 2 months expire, by informing the administration, I will be dropped from the course and receive the grade I earned prior to the hold request.
3. I can put a course on hold only once per course.
4. When I reactivate the course, I will have to complete the course in the time remaining prior to putting the course on hold (i.e.: if you have completed 2 out of the 4 months allocated to the course, you will have only 2 months to complete the remaining coursework).
5. I understand that in order to reactive my course I will have to attend a reorientation.

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

## TO BE COMPLETED BY PARENT

I, \_\_\_\_\_, confirm that my son/daughter, \_\_\_\_\_, will be placing the following course(s) on hold: \_\_\_\_\_. I have read and understood the above conditions.

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Date received: \_\_\_\_\_ Date approved: \_\_\_\_\_

### Checklist:

- Student advised of the decision and information
- Updated on iLearn Database
- Payment received
- Email student with details