



## Manor College Approval Request for External Study

A Student may request permission to take a program required course at another institution ONLY if that course is not offered at Manor College in the time remaining before his or her anticipated graduation date. Students must complete this form and receive approval prior to registering for the off-campus course. Failure to do so may prevent the course from transferring and may delay graduation. Students must contact their Advisor and the Financial Aid Office prior to submitting this form. By way of this online form, by updating your personal information from what we have on record, you are authorizing the College to update its official records.

Name: \_\_\_\_\_ Manor Identification #/SSN: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Manor Email Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Currently Enrolled Program: \_\_\_\_\_

Requested Course for External Study: \_\_\_\_\_ Course Credit Hours: \_\_\_\_\_

Credit Hours Completed: Less than 30 (Freshman)

60 or more (Junior)

30 or more (Sophomore)

90 or more (Senior)

Academic Advisor is aware of request: YES NO

Have you spoken with Financial Aid to explore if there are alternative options for scholarships, additional aid/grants, and/or how this may impact your current Financial Aid status?

YES NO I DO NOT RECEIVE FINANCIAL AID

Have you have earned credits from any other College/University that have already transferred to Manor?

YES NO

Reason for Request: \_\_\_\_\_

Students remain fully responsible for all Manor College fees, any outstanding fines, and repayment of financial aid as mandated by the Federal Government. By TYPING YOUR NAME , you confirm that the in formation entered into this form is true, you h ave read the terms and conditions, that you understand them, and that you agree to be bound by them by way of this electronic signature.\*

Please type your full legal name: NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Approved by: \_\_\_\_\_