



## Manor College Approval Request for External Study

A Student may request permission to take a required course at another institution 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 external course. Failure to do so may prevent the credits 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, if updating your personal information from what is on record, you are authorizing the College to update its official records.

Name: \_\_\_\_\_ Manor Student ID#/SSN: \_\_\_\_\_

Manor Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Manor Course Name for External Study: \_\_\_\_\_ Course Code/Credits(s): \_\_\_\_\_

External College/University: \_\_\_\_\_

External Course Code: \_\_\_\_\_ External Course Name: \_\_\_\_\_

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  If Yes then how many? \_\_\_\_\_

Reason for Request:

### **E-Signature**

**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 information entered into this form is true, you have read the terms and conditions, that you understand them, and that you agree to be bound by them by way of this electronic signature. \***

Advisor's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Student Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

*(Please type your full legal name.)*

Registrar Office use only below this:

Approved:  Denied:  Conditional Decision:  Date: \_\_\_\_\_

Affixed to Student's Record and Date:  \_\_\_\_\_ Initials: \_\_\_\_\_