



## REQUEST FOR TRANSIENT PERMISSION

**Both pages of the transient permission request form must be read and completed before permission may be considered.**

**Section I** (*Student Section; Read carefully then sign the form, indicating that you understand the following:*)

*The student must have the transient school send an official transcript to ABAC as soon as grades are available.*

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. Please be aware that financial aid will likely NOT pay upfront for classes at the transient school.

- I understand I must earn the minimum required residency hours at ABAC to satisfy requirement for my degree program.
- I understand that I may not request transient permission until I have completed at least one term at ABAC. Further, if I have not attended ABAC within one academic year I must submit a readmission application before returning. If readmitting to ABAC, I understand I may not request transient permission unless I have completed my first term of readmission.
- I understand that I must meet the ABAC pre-requisites for any courses for which I am requesting transient permission.
- 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.
- A 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. It is the student's responsibility to contact the transient institution prior to attending to verify if 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 any and/or all expenses at the transient institution related to their attendance, including tuition, fees, books, etc. Federal funds will not be available at the time of transient enrollment and registration.
- A student eligible for HOPE Scholarship should contact the transient institution prior to attending to determine their requirements in awarding transient HOPE funds.
- The HOPE Scholarship requires a student 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.

Full Name \_\_\_\_\_ ABAC ID # \_\_\_\_\_

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

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Section II (*To be completed by Financial Aid*)

HOPE Eligible \_\_\_\_\_ Tier \_\_\_\_\_ Hours \_\_\_\_\_

Eligible for Federal Aid \_\_\_\_\_

HOPE Eligibility Certificate Sent \_\_\_\_\_ Consortium Agreement Sent \_\_\_\_\_



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### Section III (to be completed by student - PLEASE PRINT CLEARLY)

Full Name \_\_\_\_\_ ABAC ID # \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

ABAC E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

Name and complete address of college you plan to attend as a transient student (**PLEASE PRINT CLEARLY**):

\_\_\_\_\_

Transient term/year: 20\_\_\_\_  Summer Term  Fall Semester  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.**

Student's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**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.**

Advisor Approval: \_\_\_\_\_ Date \_\_\_\_\_

School Dean/Dept Head Approval: \_\_\_\_\_ Date \_\_\_\_\_

### Section IV (forward to Academic Support Center ONLY if approved by advisor and school dean/dept head)

Academic standing:  Student is in good standing and eligible to return to ABAC.  Student is not in good standing but is eligible to return to ABAC.

Enrollment:  Student is enrolled for current term \_\_\_\_\_.  Student was enrolled in the past year during term \_\_\_\_\_.

Academic Support Counselor's Review \_\_\_\_\_ Date \_\_\_\_\_

Guaranteed Tuition Code \_\_\_\_\_ Distribution completed by \_\_\_\_\_

**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: \_\_\_\_\_