

NON-SUMMER VACATION TERM

Section A: Student Information		
DU ID:	LAST (FAMILY) NAME:	FIRST NAME:
Requesting a non-summer vacation term for: Year _____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring		
Please verify that you understand and accept the following items by initialing each item: _____ I must complete three quarters of full-time enrollment before I am eligible for a non-summer vacation term. _____ I must plan to enroll full time in the terms before and after the non-summer vacation term. _____ I cannot have more than one vacation term in a calendar year. _____ I must enroll full-time in the summer term and I have verified that appropriate courses are offered. _____ I can only take one on-line course to count towards full-time enrollment.		
Leave of Absence <ul style="list-style-type: none"> Graduate students: inform your department and submit an <i>Application for Leave of Absence for Graduate Students</i> to Graduate Education (http://www.du.edu/media/documents/graduates/personalleave.pdf). Undergraduate students: complete the Leave of Absence process with Undergraduate Academic Advising (see Leaving or Re-Entering the University – Leave of Absence at http://www.du.edu/studentlife/advising/forms.html). 		
Withdrawal - If you are already enrolled in classes for the quarter during which you will take a non-summer vacation term, you must withdraw from the classes you will no longer take in person in the Office of the Registrar with this form signed by an ISSS Advisor.		
Loss of DU Benefits - During a non-summer vacation term you may lose certain DU benefits during the vacation term and possibly for the rest of the academic year. These benefits may include campus housing, library and Ritchie Center privileges, health insurance, the EcoPass and possibly others. Please speak with the appropriate campus offices for verification.		
Employment - Your employment eligibility is the same as during a summer vacation term. However certain on-campus work awards may require enrollment. Speak to your employer about this.		
<i>I hereby authorize the release of any information necessary and authorize any changes needed to complete my request.</i>		
STUDENT SIGNATURE:		DATE:

ISSS will send all communications about this request to your @du.edu email. Remember to check this account regularly.

SECTION B: To be Completed by ISSS Advisor	
I approve this Non-summer Vacation Term. The student is not required to enroll full-time.	
ISSS ADVISOR SIGNATURE:	DATE:
PRINTED NAME:	PHONE:

FOR ISSS OFFICE USE ONLY		
Assigned To:	Processing Checklist:	Processing Notes
	<input type="checkbox"/> Enrollment checked by _____ <input type="checkbox"/> GA processed ____ / ____ / ____ <input type="checkbox"/> ISA processed ____ / ____ / ____	____ Give to SEVIS Coordinator for Monitoring & to update SEVIS registration dates. ____ Copied form for ISSS and gave original to Student.