Standard Period of Non-Enrollment (SPNE) - Form

MID-AMERICA
COLLEGE
OF FUNERAL SERVICE
The *Wilbert* Group

STANDARD PERIOD OF NON-ENROLLMENT (SPNE)

There are a certain set of limited circumstances when the College determines it is necessary to interrupt the sequential order of required courses and requires an academically initiated leave of absence otherwise known as a standard period of non-enrollment (SPNE).

Once the Dean determines a student's need for a standard period of non-enrollment, or the student requests a SPNE, the student will complete the SPNE letter and the Dean will complete the "Campus Use Only", which will state:

1. the date that the standard period of non-enrollment has been approved;
2. the expected return date;
3. that while the student is on a standard period of non-enrollment s/he will NOT be considered to have withdrawn;
4. that while the student is on a standard period of non-enrollment no additional charges will be generated;
5. if a student fails to return from an approved standard period of non-enrollment, s/he will be withdrawn;
6. if withdrawn, the "withdrawal date" will be retroactive to the student's last date of attendance and the "date of determination" will be the day s/he should have returned to college;
7. upon returning from a standard period of non-enrollment, s/he must return to the same point in the program from which s/he left;
8. students must meet with the financial aid department before returning to classes; and upon returning from a standard period of non-enrollment

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By completing this form, you acknowledge the following:

1. While you are on a standard period of non-enrollment you will NOT be considered to have withdrawn;
2. While you are on a standard period of non-enrollment, no additional charges will be generated;
3. If you fail to return from an approved standard period of non-enrollment, you will be withdrawn;
4. Upon returning from a standard period of non-enrollment, you must return to the same point in the program from which you left;
5. You must meet with the financial aid department before returning to class/es; and upon returning from a standard period of non-enrollment

Student Name: _____
                    Last   *First*

Address: _____

_____, _____   _____
City   *State*   *Zip Code*

Phone: (____) _____-_____

E-Mail: _____

Reason for SPN: Course(s) not available

SPN Start Date: _____   SPN Return Date: _____

Student Signature: Date: _____

Campus Use Only

SPN Form Completion Date: _____

SPN Approved/Denied: _____

SPN Approval/Denial Date: _____

Campus Official Name: _____

Campus Official Signature: Date: _____