



# Inactive Status Request

Student Full Name: <i>(please print)</i>	Date of request:
Last day of attendance at CSEC:	Expected date of return:

1. Please attach to this form:
  - an explanation of this request including the student’s plan for the inactive period of time and what the student will do to keep on track academically during the inactive period of time.
  - A copy of the student’s ICAP that includes the inactive period and shows how the student plans to complete CSEC graduation requirements. (not required for part time students)
2. All textbooks and CSEC property must be returned to CSEC; all fees must be paid; and all holds resolved before the last day of attendance.
3. Upon return, student must first notify the Admissions office in writing regarding specific plans to return.
4. Student should make arrangements with the CSEC Advisor regarding how and when to register for classes at time of return.

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

\* \* \* \* \* Office Use Only \* \* \* \* \*

	Notes including books/supplies NOT returned or other outstanding obligations or unresolved issues	Signature <i>(indicates NO outstanding obligations)</i>
P1		
P2		
P3		
P4		
P5		
P6		
P7		
Food Service		
IT		
Fees		