

Emergency Leave Request Signature Form

NAME (Last, First, M.I.): _____ GSU I.D. NUMBER _____

If a student meets any of the following criteria, they must submit this form with the request for Emergency Leave confirming they have consulted with the relevant offices regarding the impact of Emergency Leave. If a student is unable to meet with an office in person, please contact the office directly for accommodations.

- Received Financial Aid or a Scholarship
- Receiving Veterans Benefits
- International Student with a F1 or J1 visa
- Living in University Housing

Note: This form and any supporting documentation must be uploaded to the Emergency Leave Request Form or turned in to the Office of the Dean of Students in A2134. **NO LATER THAN THE LAST DAY** of the current semester in which the class(es) is/are scheduled.

FINANCIAL AID OFFICE

Students receiving financial assistance **MUST** contact the Financial Aid office prior to dropping a course or withdrawing from the University to determine the effect on the student's financial aid award for the semester. Financial Aid recipients who completely withdraw from the university may be responsible for repayment of funds.

Campus Location: D1413; Email: faid@govst.edu; Phone: 708.534.4480

Representative of Financial Aid Office (please print name): _____ Date: _____

Signature: _____

INTERNATIONAL STUDENT SERVICES

Serious immigration consequences may result from withdrawing or dropping below full-time enrollment status. International students with an F1 or J1 visa whose course drop or withdrawal will result in less than full-time enrollment must obtain advising from the office of international services.

Campus Location: GMT Building, Room 168; Email: ois@govst.edu; Phone: 708.235.7611

Representative of Office of International Services (please print name): _____ Date: _____

Signature: _____

VETERANS RESOURCE CENTER

Students receiving Veterans Benefits **MUST** contact the Veterans Resource Center.

Status: Veteran Active Duty Military Family

Campus Location: GMT Building, Room 160; Email: veterans@govst.edu; Phone: 708.235.2223

Representative of the Veterans Resource Center (please print name): _____ Date: _____

Signature: _____

UNIVERSITY HOUSING

If the student is living in on-campus housing, contact the office of Auxiliary Services and University Housing to discuss procedures associated with cancellation of the student's housing contract, as well as moving out.

Campus Location: C-1330; Email: housing@govst.edu; Phone: 708.235.7110

Representative of University Housing: (please print name): _____ Date: _____

Signature: _____