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MARLBORO COLLEGE
APPLICATION FOR ABSENTIA 2 STATUS

Enrolled as a Non-Matriculated/Special Student at Another U.S. Institution

I, _____, hereby apply for full-time Absentia 2 status for ☐ Fall ☐Spring 20____.

Current Status (as per Registrar): ☐ SO1 ☐SO2 ☐JR1 ☐JR2 ☐SR1

Plan Application Status: My ☐ Preliminary ☐ Final Plan Application ☐**is** ☐**is not** on file with Absentia noted.

Name of U.S. accredited institution where I will be enrolled: _____

If I will be participating in a **college semester abroad**, this is the location:_____

Attach copies of course descriptions or a list of proposed liberal arts courses you plan to take to be sure they will transfer to Marlboro. Upon completion of your studies, an official transcript must be sent to the Marlboro Registrar for transfer evaluation no later than Enrollment Day.

Mailing Address while in Absentia: _____

_____ email_____

I acknowledge and accept the conditions of Absentia 2 status as stated on the reverse.	_____ Student's signature	_____ Date
I approve the Course of Study.	_____ Plan Sponsor's signature	_____ Date
I have conducted the required pre-departure Session, including safety briefing and student study broad file completion.	_____ Associate Director, World Studies	_____ Date
Health insurance and medical records are on file and immunizations have been updated and health briefing completed, if needed.	_____ Director of Health Services	_____ Date
The consortium agreement has been completed and exit counseling submitted electronically.	_____ Financial Aid Office	_____ Date
Housing arrangements have been made for the return semester.	_____ Director of Housing & Residential Life	_____ Date
The payment or arrangement for payment has been made.	_____ Director of Student Accounts	_____ Date
I understand and accept the academic terms for Absentia 2.	_____ Director of Academic Advising	_____ Date
The application is approved.	_____ Dean of Faculty	_____ Date

PLEASE RETURN FORM WITH SIGNATURES AND ATTACHMENTS TO THE REGISTRAR'S OFFICE.

Copies: *When finalized the Registrar will provide a copy of this form to Student Accounts, Financial Aid and your Plan sponsor. A* ***confirmation*** *copy of this form will be sent to you at your permanent home address.*

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POLICIES AND INSTRUCTIONS FOR ABSENTIA 2

Good Academic Standing: Students in Absentia must be in good academic standing in the semester prior to their departure, and all approvals are conditional on end-of-term standing. The College is not responsible for commitments made by students in anticipation of approval for Absentia status. A student who anticipates that he or she may not qualify for Absentia by reason of good standing may, with the support of his or her advisor/Plan sponsor, apply for an exception to this policy by submitting a statement of appeal to the Committee for World Studies (for international Absentias) or to the Dean of Faculty (for domestic Absentias). The Committee or the Dean will meet with the student, the advisor, and other faculty directly involved to assess the advisability of allowing the student to participate and will accept or deny the appeal. The eligibility of students whose good standing is affected by incompletes or missing grades will be determined by the Dean in consultation with the student's advisor.

Deadlines: In Absentia status must be submitted for approval two weeks prior to the end of the preceding term. After this date, the Dean of Faculty will grant Absentia status only in cases of emergency and unforeseeable personal, family or medical hardship, or for reasons beyond the control of the student.

Overview*:* Absentia 2 status is granted to a Marlboro student enrolled as a non-matriculated or special student at another accredited degree-granting institution who seeks prior approval for credits to transfer to Marlboro. Prior approval also allows a student to maintain financial aid eligibility. Students must request that official transcripts from the visited institution be sent to the Registrar for transfer credit evaluation. A grade of C- or better is required in order for a course to transfer. Students should not elect Pass/Fail grading if given the option. See Consortium Agreement, below.

Program of Study: Students wishing to take courses elsewhere for a semester must fill out the application on the reverse side of these instructions. Courses must be approved by your advisor and cleared by the Registrar for transfer purposes. Such prior approval is also required in order for you to be eligible for financial aid. A copy of the course descriptions, in English, must be appended to the application.

Financial Aid: The student is considered enrolled at Marlboro College for the purposes of federal and state financial aid only if a consortium agreement has been drawn up with the accredited, degree-granting institution at which the student will be taking courses. Arrangements for the consortium agreement are made through the Financial Aid Office. Marlboro institutional aid sources and SEOG (Supplemental Educational Opportunity Grant) aid are *not* awarded for Absentia 2. Aid through Marlboro College will be disbursed to the student's account. Any refund due will be issued to the primary bill payer on record with the student accounts office unless other arrangements have been made with the student accounts office. Financial aid awards will be calculated using federal and state guidelines.

Consortium Agreement: This agreement serves as a contract between the host campus and the home campus and consists of two elements: 1) Verification by the financial aid director of the *host campus* of the student's enrollment as a full-time special student and calculation of the costs of the program, and 2) confirmation by the Marlboro College Financial Aid Office (*home campus*) that the student has done everything needed to process financial aid.

Housing upon Return to Marlboro: Housing assignments for the fall are made in early April. Consequently, a student must submit a housing request before leaving on absentia in order to assure that preferences can be fairly considered. A housing assignment cannot be made without a prior request.

Enrollment Deposit: A non-refundable Enrollment Deposit of $400 is payable by April 1st; all students desiring a Marlboro status (enrolled, Absentia, Leave of Absence) must pay this deposit. The Enrollment Deposit secures the student's place for the next term and allows the College to provide financial aid awards, housing, and other benefits in return. Failure to submit this deposit by the deadline may result in withdrawal from the College as of the end of the semester; late deposits will result in reduced Marlboro Grant for those who otherwise qualify for institutional aid and no housing assignments. Students are strongly encouraged to plan accordingly.

Administrative Fee: A student will be considered in Absentia 2 only after he or she has paid the $500 fee. **Failure to pay the fee by the published tuition and fee due date for the applicable term will result in less-than-half-time status for purposes of the grace period for federal student loans.**

Health and Safety: While studying away from campus in absentia, students are responsible for maintaining their own well-being and safety. Marlboro College urges all students to comply with recommendations for immunizations from the Center for Disease Control and Prevention. For country-specific information please consult http://wwwn.cdc.gov/travel. Students must comply with Marlboro College health requirements. Health insurance and medical forms must be on file at the Health Center. Health insurance through the College may be continued during the absentia period. Travelers' insurance is also recommended.

In case of emergency, notify:

Name: _____

Address: _____

Phone: _____ e-mail_____