

Students should begin the application process for absentia at Marlboro College at least eight weeks before the absentia deadline.

MARLBORO COLLEGE
ABSENTIA 5 STATUS APPLICATION
Enrolled through Marlboro College

I, _____, hereby apply for Absentia 5 status for: Fall Spring 20____

Current Status (as per Registrar's Office): SO1 SO2 JR1 JR2 SR1

Plan Application: Preliminary Final **is on file** with absentia noted **is not on file**

NAME OF INSTITUTION where you will be enrolled: _____

| | PROPOSED COURSE OF STUDY | |
|-----------------------------|----------------------------------|--|
| <i>At Host Institution:</i> | Plan or Non-Plan (circle one) | |
| ----- | P N | |
| ----- | Credits | |
| ----- | P N | |
| ----- | Credits | |
| ----- | P N | |
| ----- | Credits | |
| ----- | P N | |
| ----- | Credits | |
| ----- | P N | |
| ----- | Credits | |
| TOTAL: | ----- | |

Important Note: Your registration must be for a minimum total of 12 credits.

I acknowledge and accept the conditions of Absentia 5 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 abroad file completion.

Center for Experiential Learning and Global Engagement 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

Arrangements have been made with the financial aid office.

Financial Aid Office Date

Housing arrangements have been made for the return semester.

Director of Housing & Residential Life Date

Payment or arrangement for payment has been made.

Director of Student Accounts Date

I understand and accept the academic terms for Absentia 5.

Director of Academic Advising Date

I have no concerns about this student's developmental and emotional readiness to study away.

Dean of Students Date

The application is approved.

Dean of Faculty Date

PLEASE RETURN FORM WITH SIGNATURES AND ATTACHMENTS TO 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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POLICY AND INSTRUCTIONS FOR ABSENTIA 5

Overview and Academic Standing: Absentia 5 is a study away status granted to a Marlboro student enrolled in a Marlboro College affiliated study away program. All candidates must be in good academic standing in their home institutions in order to be considered.

Program of Study: A student who wishes to apply for this status must work out a detailed program of study with his or her Plan sponsor well in advance of the end of the prior semester. This program must identify the coursework to be completed at the host institution.

Registration and Deadlines: The Absentia 5 application form must be submitted in accordance with agreements made between the two institutions. Students should check with the host institution for their deadlines. Students are required to be enrolled full-time (12 to 18 credits) at the host institution.

Transcripts: Within one month of the end of each semester or academic term, the host institution will send a report on the academic achievement of the visiting students to the home institution. (Where terms do not coincide, the host institution considers the end of its own academic semester.) An explanation of the grading system, credit hours, total contact hours, and meetings per week of each class will be provided with each record.

Tuition and Housing: Housing costs are specific to the host institution and will vary. Be sure to confirm housing costs with the Office of International Services. A student will be considered in Absentia 5 only after payment has been arranged and the Absentia 5 form has been filed with the Registrar.

Financial Aid: The student is considered enrolled at Marlboro College for the purposes of federal and state financial aid. Institution-based financial aid is available for Absentia 5 students.

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. Students are strongly encouraged to plan accordingly.

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.

Address in Absentia: _____

_____ e-mail: _____

In case of emergency, notify: Name: _____

Address: _____

Phone: _____