Student's Name	GCC ID#	Social Security Number

Financial Aid Office

Cal Grant Leave of Absence Request Form
2011-2012

Cal Grant recipients who are ***not enrolled*** or ***will not be enrolled*** at least half-time (6 units) for Fall 2011 ***and*** Spring 2012 semesters must request a Leave of Absence. If the CA Student Aid Commission (CSAC) is not notified directly of a Leave of Absence for at least one semester during the 2011-2012 award year, your Cal Grant will be withdrawn.

Students wishing to postpone payment of their Cal Grant funds until they transfer to a 4-year school may also request a Leave of Absence. If you will be transferring to a university, we recommend that you not receive Cal Grant disbursements in excess of two years at Glendale Community College to save the maximum award permitted at your 4-year school. For assistance in determining the best options for your situation, you should contact CSAC @ (888) 224-7268. *We strongly recommend that you note the name of the individual that you speak with at CSAC for later reference.*

WARNING: You may obtain total leave time from the program for no more than two academic years, as defined by GCC. Any leave requests in excess of two years may result in your withdrawal from the program. Please contact CSAC if you are unsure of your remaining eligibility for a Leave of Absence.

This form authorizes the Financial Aid Office at Glendale Community College to report a Leave of Absence for the term(s) indicated and notify CSAC on your behalf.

Enrollment Information

School of attendance or most recent attendance: Glendale Community College

I am requesting a Leave of Absence be reported to CSAC for the following term(s):

☐ Fall 2011 Semester ☐ Spring 2012 Semester

Student's Signature	Date