SCHOLARSHIP HOLD REQUEST FORM
Division of Enrollment Management
Harrin Hall 200
Phone: (501) 450-3125 |Fax: (501) 450-3208

PLEASE PRINT OR TYPE:

Student ID#: ___________________ E-mail: _____________________________

Name: ________________________________________________________________________
Last First M.I.

Address: ______________________________________________________________________
Street or Box# _____________________________________________________________ Phone: _____________________________

City State Zip Code

Scholarship: _____________ Semester(s) for Scholarship Hold: ________________

A UCA academic scholarship may be placed on hold for a semester or more if the student is not
enrolling at UCA (or another institution) for one of the following reasons. Please check the
reason for your request, and attach appropriate documentation to this request form:

__ documented medical condition
  Include a letter from a health care professional indicating the basic nature of your condition and
  the timeframe in which your condition has or will impact your ability to complete your academic
  work.

__ called to active military duty
  Military service requests must be accompanied by a letter from the commanding officer or a copy
  of orders to report for duty.

__ official religious service or duty
  Requests for religious-based leave must be accompanied by a letter from a religious supervisor.

__ studying abroad (not through UCA)
  Include proof of admission to the study abroad program

__ other: ______________________________________________________________________

Mail request form and supporting materials to: Dr. Julia Winden-Fey
Harrin 207
201 Donaghey Avenue
Conway, AR 72035

Or fax request form and supporting materials to: (501) 450-3208

For UCA Internal Use Only

The request has been taken under consideration. __ Approved __ Denied

Enrollment Management Representative ___________________________ Date

The request has been taken under consideration. __ Approved __ Denied

Enrollment Management Representative ___________________________ Date