



Office of the Dean of Students
University Park, IL 60484
Room C1310
708.235.7595
deanofstudents@govst.edu
www.govst.edu/studentaffairs
www.govst.edu/DOS

EMERGENCY LEAVE SIGNATURE FORM

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

Note: This form and any supporting documentation must be uploaded to the Emergency Leave Online Form **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.
Campus Location: D1413; Email: faid@govst.edu; Phone: 708.534.4480

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

Signature: _____

INTERNATIONAL STUDENT SERVICES

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.
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: _____

STUDENT ATHLETE

Student athletes who drop below full-time must obtain advising from the Athletics Director or Coach.
Campus Location: A-2108; Email: abates99@govst.edu; Phone: 708.235.7431

Representative of Athletics: (please print name): _____ Date: _____

Signature: _____

UNIVERSITY HOUSING

To live in on-campus housing students must be enrolled in at least 6 credits in the semester or 3 credits in summer term. Contact the Office of Auxiliary Services and University Housing. Campus Location: C-1330; Email: housing@govst.edu; Phone: 708.235.7110

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

Signature: _____