

Time-Off Program (TOP) Application FOR GRADUATE, LAW, AND MBA STUDENTS ONLY

To qualify for the Time-Off (TOP) program, students must do the following or their application will not be processed:

1. Students must first formally withdraw and are bound by the withdrawal deadlines. Refer to the registrar's website, <http://www.colorado.edu/registrar/withdrawing-university/>, for withdrawal information.
2. The \$50 non-refundable fee must accompany the Time-Off application
3. The required signatures must be present.

Restrictions:

- **No student** can be on academic or judicial suspension for the Time-Off program.
- **New/readmit/transfer** students who drop all of their courses by the drop deadline are not eligible.
- **Graduate and MBA** students must have a minimum GPA of 3.0.
- **Doctoral candidates** who have passed their comprehensive examinations and concurrent (BA/MA/MS) degree students are not eligible for TOP, with the exception of parental leave. Students with questions or extenuating situations may contact the Graduate School for further guidance at 303-492-8220 or gradinfo@colorado.edu.

Last Name _____ First Name _____ MI _____ Student ID # _____

Mailing Address while on TOP _____

_____ Phone (_____) _____

City

State

Zip Code

College or Program

- Graduate School
 Law School
 MBA

Semester and year *beginning* TOP

- Spring _____
 Summer _____
 Fall _____

Semester and year *returning* from TOP

- Spring _____
 Summer _____
 Fall _____

Reason for applying to TOP _____

For international students only - Go to the ISSS office in the Center for Community S355 for this required signature.

International Student Advisor _____ Date _____

Required Signatures

1. **Graduate or Law Student Advisor** _____ Date _____
Graduate or Law students must obtain their advisor's signature and then the dean's signature. **Education and Music** school students see the Dean of Education or Music section as well.
2. **MBA Student Services Advisor** _____ Date _____
Obtain this signature before submitting application. No dean's signature is required for MBA students.
3. **Dean of Education or Music** _____ Date _____
Graduate students in the **School of Education** or **College of Music** require this dean's signature as well as the Graduate School dean's signature.
4. **Dean of the Graduate or Law School** _____ Date _____
Graduate and Law students must obtain their dean's signature after receiving approval from their student advisor.

By signing this form, I agree that the information above is correct and that I understand that the \$50 application fee is **non-refundable** under any circumstances.

Student's Signature _____ Date _____

For Office Use Only

I certify that the **Time-Off** application and non-refundable \$50 administrative fee has been received. Cash _____ Check # _____

Enrollment Services Representative's Signature _____ Date _____

Date Entered _____ Initials _____ Email sent _____ Initials _____ GPA: _____ (GR/MBA) STOPS Y/N NEW Y/N

The Benefits of the Time-Off Program

Many of the benefits available through the Time-Off Program may require additional fees and approval. Please speak to the department that is offering the benefit through the Time-Off Program for more information about fees and approval.

The benefits include:

- MyCUInfo portal and the student's email will remain active, 303-735-4357,
- Student will not have to readmit through Admissions,
- purchase of Wardenburg student health insurance under certain conditions,
- purchase of the student Ecopass through the Buff OneCard Office, 303-492-0355
- access to the Recreation Center for a fee, 303-492-6880
- access to Career Services, 303-492-6541
- access to the Center for Multicultural Affairs, 303-492-5667
- Norlin library check out privileges, 303-492-8705
- access to online scholarship applications,
- retention of eligibility for renewable Financial Aid scholarships, (303) 492-5091
- work on campus for non-work study positions, 303-492-7349
 - International Students may **not** remain employed
- live in Family Housing, 303-492-6384, or Bear Creek, 303-735-2275, for one additional semester after last enrolled semester,
- and continued of use pre-purchased athletic tickets for the first semester of inactivity: 303-492-8337
 - Tickets cannot be purchased unless student was registered for at least four credit hours.

Please note that a copy of the Time-Off application given by the Office of the Registrar may be required as proof to access benefits with certain departments.