

REQUEST FOR CHANGE OF ADMISSION TERM



THE
COLLEGE
OF THE
FLORIDA KEYS

Change of Admission Term Policies:

1. Change of admission term may only be granted for up to two terms after the **original** term of admission.
2. Applicants who wish to enroll in classes in a term prior to their original admission term must submit this form. Requests for admission in a term more than one semester prior to the original admit term will not normally be accepted.
3. Applicants changing their term of admission must separately contact the Offices of Financial Aid and Housing to determine the status of any previously awarded aid or housing assignment. Additionally, students who enrolled in classes in the original term should contact their Academic Advisor to ensure that they are properly withdrawn from those classes.
4. Applicants changing their term of admission who have previously been awarded a Tuition Waiver must re-apply for a waiver for the new term.
5. Applicants changing their term of admission who have previously submitted a separate application for a limited access program must separately contact that program for instructions.

Instructions:

To change your term of admission at The College of the Florida Keys, complete and return this form to the address listed below.

Student ID #

Last Name

First Name

Current Admission Term

New Admission Term

Attendance at Another Post-Secondary Institution (please check one)

YES, I attended another college or university _____ since my original term of admission.
Name of College or University

NO, I did not attend another college of university since my original term of admission.

If YES, an official transcript will be required **prior to enrollment** at CFK.

Statement of Understanding:

My signature on this form certifies that I am requesting to change my term of admission at The College of the Florida Keys and that I agree to the conditions stated in the Change of Admission Term Policy state above.

Signature

Date

Return form to:

Office of Enrollment Management, Admissions

The College of the Florida Keys

5901 College Road, Key West, FL 33040

Email: admissions@cfk.edu

Telephone: 305-809-3188

For Enrollment Services Office Use Only:

Date Received: _____

Date Entered in SGASTDN: _____

Initials: _____