



Return to Studies Form

Instructions to the Student: If you have been absent from studies at Heritage for five or more terms (including spring/summer terms), you must complete this Return to Studies Form. Following your submission of this form, you will be notified of your re-acceptance or decline. Please wait for this notification before registering for courses. Please complete Sections 1 and 2 of this form by filling in only the un-shaded portions.

Section 1: Letter of Reference

Students who have been out of school for five or more consecutive semesters must obtain a letter of reference from their Pastor before returning to studies at Heritage. If the church is without a pastor, or if the pastor is a close relative, this reference may come from a former pastor, a minister friend, or a church official – someone who has known the student for at least one year.

Please find attached the Pastor's Letter of Reference Submission Form. Your Pastor should submit this form with your letter of reference; the form includes guidelines for the letter.

Section 2: Student Information

Name of Student: <i>Please print clearly or click and type.</i>	
Student Number:	
Program Enrolled in Previously:	
Current Program Choice:	
Planned Semester of Enrollment: <i>Example: Fall 2017</i>	
Full Time or Part Time: <i>Please select one</i>	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
Full Mailing Address: <i>Include city, province and postal code.</i>	
Email Address:	
Phone Number:	
Date:	
Please give a brief explanation about your break from studies, and your reason(s) for your planned return:	
Signature of Student:	

Office Use Only

Date form submitted & update:	
Conditions of for return, if any: Re-accepted date:	
Registrar's Signature:	



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Pastor's Letter of Reference Submission Form

Instructions to the Pastor: Thank you for your willingness to recommend a Heritage student to return to their studies. You are completing this form because the student you are recommending has been away from their studies for five or more consecutive semesters. Please complete this form, and attach a letter of reference. Your letter is confidential, and will be kept on the student's file for future reference. The letter may be in the form of an email or an attachment to an email.

Guidelines for the Letter of Reference: Please include the following in your attached letter of reference:

- ▶ Knowledge of the student's life since withdrawal from Heritage (work, church involvement, etc.)
- ▶ Recommendation for return (including the reason why the student is recommended)

Returning This Form and the Letter of Reference: Please complete this form, and return it with your letter of reference to the following address: tbeach@heritagecs.edu

You may also fax this form and the letter of reference to:
519-651-2870, ATTN: Registrar's Office

Please complete the following:	
Your Name:	
Your Phone Number:	
Your Email Address:	
Church:	
Student you are recommending:	
Your Signature:	
Please indicate that you have attached your letter of reference by initialing here: <input type="text"/>	

Thank you for your time on behalf of this student!