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Complete this form if you intend to request a hold on weeks purchased for group classes at Lingua Language Center at Broward College. Read the policy regarding our refunds and cancellations, prior to completing this form. Lingua policy dictates that group classes/weeks may be made up/honored, once temporary hold is authorized by the School Director, however students are required to complete all weeks purchased within a maximum period of SIX MONTHS. No unused weeks may be redeemed after SIX MONTHS from the original purchase date.

Request for Short-Term Hold on Classes

Student Information

Student Name: (last name) _____ (first name) _____

Student ID: _____ / Current Address: _____

Permanent Address _____

Telephone #: _____ Mobile #: _____

Email Address: _____

Have you consulted with Lingua regarding your return? Yes ____ No ____

Student's Signature: _____

Information regarding Request for Hold:

Student's Reasons for placing hold on contract:

Expected **duration of absence** (circle one): 1 week 2 weeks 30 days

Date Student Began Hold: _____ Student Level: _____

AUTHORIZATION FOR HOLD APPROVED: _____ DENIED: _____

Signature of Student _____ Date: _____

School Director (Print Name) _____ Date _____

Signature _____