

English Learning Institute 6320 Quadrangle, Drive Suite 200 Chapel Hill, NC 27517 Website: elinc.edu Email: admission@elinc.edu Telephone: (919)833-9033

RCL Request

This form should be filled out by students who need to have a Reduced Course Load for one semester. RCL at ELI means a minimum of 9 hours. Students must fill out all sections and attach the necessary support for their request. Students should note that an approval for RCL for one semester, does not automatically carry on to the next. Students must also note that they are permitted up to 12 months RCL for each program level. If students have already had 12 months RCL for one level, they must pass that level before being eligible to receive RCL again. Students should NOT drop below full time before receiving permission from the DSO, if a student does this, their SEVIS record will be terminated.

Section 1					
Sti	udent Name:	First	Middle	Family Name	
Student ID Number:		SEVIS II	D:		
Phone Number:		Email: _			
			Section 2		
1.	 Which of the following relates to your need for RCL? Academic difficulty: Initial difficulties with English Academic difficulty: Unfamiliarity with U.S teaching methods Academic difficulty: Improper course level placement Medical Condition Final Term 				
2. Please provide more details about your need for RCL.					
3.	For which term are yo	u requesting R	CL?	Term and year	
4.	Term start date: Mont		End da	te:/// Month Day Year	



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*Students must attach proof. A doctor's note, or note from an Instructor or Academic Advisor will suffice. Students who get a note from their doctor should make sure the doctor includes the student's name, date of birth, and medical condition, and that the doctor states that due to the condition, the student should not be taking a full course load.

I understand the information I am submitting will be used to determine if I am eligible to receive a RCL for the designated term. I understand that if I am approved for RCL, it will only be for the designated term, and I will need to re-apply for RCL should I need it again in the future. I also understand that I cannot exceed an aggregate of 12 months per program level with RCL; it is necessary to pass on to the next level before receiving RCL again.

Student Signature:	Date://	
For ELI Office Use Only		
Is student eligible to travel?	□Yes □No	
ELI DSO Signature:	Date://	