TO BE COMPLETED BY THE STUDENT (please print):

Name: _______________________________________ ID Number: _______________________________________
Email: _______________________________________ Phone: _____________________________________________

Semester seeking exemption: ____________________________

• Chapel attendance is required for ALL full-time, traditional students (12 + hours).
• Exemptions from Chapel may be granted for any of the following reasons (check one).
• Proof of exemption must accompany this form and be returned to the Office of Student Leadership in The Cube, room 101.
• A Chapel exemption form AND proof of the exemption must be completed for each semester.

___ 1) Employed full-time
Proof: Provide a letter from your employer stating that you “work an average of 35-40 hours per week.” (The statement “full-time employment” is not acceptable; the number of hours must be specified and the exemption is for employment of 35-40 hours per week.) The letter must be on company letterhead and must be signed by the employer.

___ 2) Taking 51% of classes in the evening
Proof: Provide a copy of your class schedule showing the classes for which you are registered.

___ 3) Last term of attendance (Fall/Spring) & academic course conflict
Proof: Provide a copy of your class schedule showing the classes for which you are registered. List the courses in conflict and approval from the Registrar’s Office (below):

<table>
<thead>
<tr>
<th>Course Number/Title/Time:</th>
<th>NUMBER</th>
<th>TITLE</th>
<th>TIME</th>
</tr>
</thead>
</table>

APPROVAL: ____________________________________________
SIGNATURE – Registrar’s Office
DATE

Forms must be submitted to the Office of Student Leadership in The Cube, room 101.
1500 Peachtree Street, Box 168, Jackson, MS 39202
chapel@belhaven.edu Phone: 601.968.8990 Fax: 601.968.8991

OFFICE USE ONLY

RECEIVED: ____________________________________________
SIGNATURE
DATE

APPROVAL: ____________________________________________
SIGNATURE
DATE

RECORDED: ____________________________________________
SIGNATURE
DATE

(Revised 11.12.13)