

BELHAVEN COLLEGE

CHAPEL EXEMPTION FORM

Name: _____

ID: _____

Email: _____

Phone: _____

Semester seeking exemption: _____

- Chapel attendance is required for ALL full-time, traditional students.
- 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 the registration form showing the classes for which you have registered.

___ 3) **Fulfilling a required student teaching assignment**

Proof: Provide a copy of the registration form showing the courses for your student teaching assignment, or provide a letter from the Education Department Chairperson stating that you are student teaching for the current semester. (Student Internships are not acceptable.)

___ 4) **Parent living with dependent child(ren) at home**

Proof: Provide a list giving the name(s) and age(s) of your dependent child(ren).

Name _____	Age _____
Name _____	Age _____
Name _____	Age _____

Submit this form to the Office of Student Leadership in The Cube, room 101, or mail it to 1500 Peachtree Street, Box 168, Jackson, MS 39202.

OFFICE USE ONLY

RECEIVED: _____
SIGNATURE DATE

APPROVAL: _____
SIGNATURE DATE

RECORDED: _____
SIGNATURE DATE