



CATALOG YEAR EXTENSION FORM

Please return this form to: Office of Student Financial Accounts
Thomas Edison State University
221 W. Hanover St.
Trenton, NJ 08618

Catalog Year Extension

Many adult students find themselves in life situations (i.e., increased workload, family crisis, limited financial resources, etc.) where they need to take an extended period of time off from their studies. By completing this Catalog Year Extension Form, you are indicating that you will be taking a maximum of a one year off from your enrollment at Thomas Edison State University. Please fill out the information below and return it to the Office of Student Financial Accounts with your \$70 Catalog Year Extension fee. This process will hold your status as a student for a maximum of one full year. To make good use of a catalog year extension, it should only be taken at the end of your current enrollment period.

During your time off, you are not entitled to enrolled student services such as transcript evaluation and program planning. Additionally, if you choose to earn credits through Thomas Edison State University courses during this time, Prior Learning Assessment (PLA) and TECEP® examinations, you will be charged non-enrolled fees.

Name: _____ University ID#: _____

Address: _____ Email Address: _____

City: _____ State: _____ Zip Code: _____

I wish to officially apply for a Catalog Year Extension and I plan to return to Thomas Edison State University on: _____

Student Signature: _____ Date: _____

Please tell us why you are taking time off from your enrollment at Thomas Edison State University. *This information will be used for statistical purposes only.*

- | | | |
|--|----------------------------------|---|
| <input type="checkbox"/> Employment | <input type="checkbox"/> Medical | <input type="checkbox"/> Completing requirements at another institution |
| <input type="checkbox"/> Financial Reasons | <input type="checkbox"/> Family | <input type="checkbox"/> Other: _____ |

Answers to Frequently Asked Questions About Returning from Taking Time Off

What is my status at the time I return to the University?

Academic Status

The Catalog Year Extension guarantees that your program of study toward your degree will not change. You will be allowed to return to your studies without any academic penalty or change of degree requirements. However, if you re-enroll in a different degree program upon your return, you will be required to complete the degree requirements in effect at the time of re-enrollment. If you complete all your academic requirements during your time off, you are still responsible for appropriate fees associated with graduation.

Admissions Status

When you return to the University after taking time off, you do not have to resubmit an application for admission. The Catalog Year Extension will allow you to return as a continuing student.

Financial Status

When you return to the University, you will be required to pay the current Comprehensive Tuition or the Per Credit Tuition.

Current Course Status

If you are currently registered or enrolled in courses or TECEP® examinations with Thomas Edison State University, this Catalog Year Extension has no effect on those courses. Your registration is still active and you may complete the courses on schedule. If you wish to withdraw from the courses, please submit the Request for Course Withdrawal using the form on www.tesu.edu.

What must I do to return to the University?

When you are ready to return to your studies you will need to complete the Re-enrollment Form which is available on the University's website.

Your catalog year extension will be activated once your tuition is received by the University. **Please only use this form to pay by check or money order** via the U.S. mail; or, in-person with cash, check or a money order. Please make checks payable to Thomas Edison State University. Cash payments are accepted at the Office of Student Financial Accounts, Hanover Hall, 167 W. Hanover Street, Trenton, N.J., once the Office of the Registrar has processed your registration. Students are asked to use Online Student Services (OSS) when paying by credit card, debit card or electronic checking, as these methods of payment are no longer accepted by mail, phone, fax or in-person.