

School of Electrical and Computer Engineering

Notice of Absence

This form must be completed before any absence from Georgia Tech.

Your name: _____

GTID: _____ Phone number: _____

(where you can be reached while out of campus)

Email address: _____

Departure date: _____ Expected return date: _____

Reason for absence: _____

If you will be outside US, indicate where you will be: _____

Should I fail to return to school by the date above, I understand that my assistantship and tuition waiver will be terminated and that I will be responsible for any tuition and fees owed to Georgia Institute of Technology. I also understand that it is my responsibility to cancel my schedule if I am unable to return to school.

Student

Date

I am aware that my student is traveling away from Georgia Tech. I will notify the EGE Graduate Affairs and Accounting Offices of any delays beyond the expected return date indicated above.

Faculty advisor (print name)

Signature

Graduate Coordinator Signature