



CITY ON A HILL
URBAN BIBLE COLLEGE

Special Request Form

Before you complete this form, please review the Urban Bible College catalog or the Practicum Handbook to determine if your request/information is addressed under UBC policies or requirements.

Student Name: _____ **Date of Request** _____
(Please Print)

Student ID#: _____ **Phone#:** _____
(Located on ID card)

E-mail: _____ **Alt Phone#:** _____

Student Signature: _____

Please print your request briefly in the space provided below. Remember your request must be reviewed and will be processed within a reasonable amount of time within normal business hours. Please submit your request to Urban Bible College staff or faculty only.

What does the catalog or Practicum Handbook says regarding your special request?

Please write your request/petition and give an explanation.

Special requests will be returned to student, if form is received incomplete

UBC Administration Only

Date Received _____ **Date Reviewed** _____ **Approved** _____ **Denied** _____

Comments:

UBC Staff Signature: _____ **Date:** _____