



JUDAH  
— BIBLE COLLEGE —

## DOMINION WEEKEND EXEMPTION REQUEST FORM

Submit to: [admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org)

### BEFORE YOU BEGIN

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Read this carefully. Submitting this form is not the same as being granted an exemption. Your request will be reviewed by the Executive Director and a written decision will be returned within **7 calendar days** of receipt. To avoid an unexcused absence, submit this form **at least 14 days before** the Dominion Weekend for any foreseeable circumstance, or as soon as reasonably possible for an unforeseen emergency (no later than 7 days after the missed weekend). Refer to the JBC Attendance Policy for the full requirements.

### 1 STUDENT INFORMATION

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FULL NAME

DATE OF REQUEST

STUDENT ID NUMBER

DEGREE PROGRAM

EMAIL ADDRESS

PHONE NUMBER

### 2 DOMINION WEEKEND BEING REQUESTED

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DOMINION WEEKEND DATE(S)

THEME / TITLE (IF KNOWN)

### 3 REASON FOR EXEMPTION REQUEST

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Mark the ONE category that best describes your reason for requesting an exemption. If “Other” is selected, provide a clear explanation in Section 4.

- Documented illness, medical procedure, or recovery
- Death of an immediate family member (spouse, child, parent, sibling, grandparent, in-law)
- Birth or adoption of a child / parental leave
- Active military duty (deployment, training, drill)
- Pre-approved ministry assignment from local pastor (mission trip, church-sponsored travel, etc.)
- Court-mandated obligation (jury duty, subpoena, legal proceeding)
- Severe weather or natural disaster preventing travel
- Other (explain in Section 4)

### 4 DETAILED EXPLANATION

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Provide a complete description of your circumstance. Be specific. The clearer your explanation, the faster your request can be reviewed.

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### 5 SUPPORTING DOCUMENTATION

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Every exemption request must include supporting documentation appropriate to the category selected. List the documents you are attaching to this form below.

Documentation should be submitted as PDF or image attachments to the same email as this form.

**EXAMPLES OF ACCEPTABLE DOCUMENTATION:**

- **Medical:** note from licensed medical provider, hospital discharge papers, or surgical schedule.
- **Bereavement:** obituary, funeral program, or pastoral verification of the death.
- **Military:** official orders, commanding officer documentation, or DoD verification.
- **Ministry assignment:** written confirmation from the student’s local pastor on church letterhead.
- **Court / legal:** summons, subpoena, or court documentation.

**DOCUMENTATION ATTACHED (LIST EACH ITEM)**

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**6 STUDENT ATTESTATION & SIGNATURE**

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By signing below, I attest that the information provided in this form is true and complete to the best of my knowledge. I understand that:

- Submission of this form does not guarantee approval.
- Knowingly submitting false information may result in disciplinary action under the JBC Code of Conduct.
- An unapproved Dominion Weekend absence will be treated as an unexcused absence and will count toward the three-weekend automatic academic review threshold.

**STUDENT SIGNATURE**

**DATE**

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**FOR OFFICE USE ONLY**

**DATE RECEIVED**

**DAYS BEFORE / AFTER  
DOMINION WEEKEND**

**DOCUMENTATION VERIFIED  
(INITIAL)**

**DOCUMENTATION TYPE  
CONFIRMED**

**DECISION**

- APPROVED** — The student is granted exemption from the requested Dominion Weekend and is required to attend the assigned make-up weekend below.
- APPROVED WITH CONDITIONS** — Exemption granted subject to the conditions specified below.
- DENIED** — The exemption request is not approved. Reason for denial specified below.

**CONDITIONS, REASON FOR DENIAL, OR OTHER NOTES**

**EXECUTIVE DIRECTOR APPROVAL**

**EXECUTIVE DIRECTOR SIGNATURE**

**DATE OF DECISION**

**DATE NOTIFIED TO STUDENT**

**METHOD OF  
NOTIFICATION**