



**JAMAICA THEOLOGICAL SEMINARY**

**CLEARANCE FORM**

STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

ID # \_\_\_\_\_ PROGRAMME: \_\_\_\_\_

**This clearance form is to be signed with the appropriate signatures, and returned to the Office of Student Affairs.**

1. LIBRARY: All books borrowed have been returned, and outstanding fees paid.

Head Librarian/Librarians (Signature): \_\_\_\_\_

2. STUDENT RESIDENCE (WHERE APPLICABLE): All outstanding fees paid and residence properly vacated.

Student Affairs (Signature): \_\_\_\_\_

3. COMMUNITY SERVICE: All hours completed and forms submitted.

Student Affairs (Signature): \_\_\_\_\_

4. DEPARTMENT HEAD: Interviewed and scheduled session(s) [where necessary] completed.

Department Head (Signature): \_\_\_\_\_

5. SCHOOL FEES: All fees paid.

Chief Accountant (Signature): \_\_\_\_\_

6. STUDENT COUNCIL FEES: All fees paid.

Student Council President/ Executive Member (Signature): \_\_\_\_\_

7. EXIT INTERVIEW: Exit interview completed.

Student Affairs (Signature): \_\_\_\_\_

8. REGISTRY: All courses are completed.

Registrar (Signature): \_\_\_\_\_

This form must be returned to the Office of Student Affairs by Monday, June 10, 2019. Failure to complete and return this form by the specified date is liable to jeopardize the completion of your graduation process.

*Office of Student Affairs – February 2018*

## Authorized Signatures

<b>Library:</b>	Mrs. Spencer Mrs. Scott
<b>School Fees:</b>	Mrs. Balfour Ms. Mullings
<b>Student Residence &amp; Community Service:</b>	Mrs. Juanita Goode Mrs. Marsha Beckford
<b>Registry:</b>	Ms. Cammaleta Harrison
<b>Department Head/ Course</b>	Dr. Angella Worges ( <b>Social Work and Social and Professional Transformation</b> ) Mr. Barry Hall ( <b>BATH, BAGen Biblical Studies, Assoc./Cert L&amp;M</b> ) Dr. Angella Worges ( <b>BA G&amp;C, BAGen C&amp;C</b> ) Mr. Michael Leslie ( <b>Music &amp;Media</b> ) Mr. Howard McCalla ( <b>Moneague</b> )
<b>Student Council Fees:</b>	Mr. Jerome Greenland Ms. Nicolee Morgan

This form must be returned to the Office of Student Affairs by Monday, June 10, 2019. Failure to complete and return this form by the specified date is liable to jeopardize the completion of your graduation process.

*Office of Student Affairs – February 2018*