



REQUEST FOR LEAVE OF ABSENCE FORM (L)

In order to be eligible for leave of absence, you are required to be enrolled as a full-time student for at least 1 academic quarter.

A leave may only be requested a quarter at a time. Other restrictions may apply.

STUDENT ID # _____

STUDENT NAME _____
Last First Middle

CONTACT INFORMATION DURING LEAVE OF ABSENCE (E-MAIL ADDRESS) _____

Primary reason for Leave of Absence: Please write in detail. (If needed, attach a separate statement)

A leave may only be requested a quarter at a time. Leave of Absence cannot exceed 180 days in any 12- month period. Time during an approved leave of absence will not be included in the calculation of the maximum program length. A Student who wishes to take a leave of absence must make the request prior to or on the first day of instruction by completing the Request for Leave of Absence Form.

The leave of absence is effective only when the Academic Dean has granted permission for this leave. A student who has taken a leave of absence without the Academic Dean's permissions will not be considered a continuing student and may be considered as withdrawn.

Students receiving Financial Aid Title IV loans who fail to return to the University from an approved leave of absence will be considered as withdrawn and will be reported to the lending institution by the University. Consequently, loan deferment and repayment schedule may be affected.

Non-compliance with Federal regulations regarding leave of absence can jeopardize a student's eligibility for future financial aid and loan payment deferment.

Please indicate which quarter you wish to request as Leave of Absence quarter:

WINTER 20____ SPRING 20____ SUMMER 20____ FALL 20____

I have read and understood all the rules and regulations stated above. I certify the above information is accurate to the best of my knowledge.

Student _____
Signature Date

OFFICE USE ONLY

Academic Dean _____
Signature Date

Finance Officer _____
Signature Date

Recorded by Registrar _____
Signature Date