



### Leave of Absence Form

Name \_\_\_\_\_  
Last First Middle Initial

University ID Number

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_

Work Phone (\_\_\_\_)\_\_\_\_-\_\_\_\_

Last enrollment: Term/Year \_\_\_\_/\_\_\_\_

E-mail \_\_\_\_\_

Select one of the following reasons for withdrawal:

Academic       Active Military Service       Family       Financial

Maternity/Paternity       Medical       Personal       Other \_\_\_\_\_

Effective date of leave of absence: Term/Year \_\_\_\_/\_\_\_\_

Expected date of return: Term/Year \_\_\_\_/\_\_\_\_

- |    |   |                      |      |       |
|----|---|----------------------|------|-------|
| 1. | Signature of Student                                    | _____                | Date | _____ |
| 2. | Signature of Academic Advisor/Program Director          | _____                | Date | _____ |
| 3. | Signature of Student Resource Center Representative     | _____                | Date | _____ |
| 4. | Signature of Co-operative Education Representative      | _____                | Date | _____ |
|    |   | <i>If applicable</i> |      |       |
| 5. | Signature of International Students and Scholars Office | _____                | Date | _____ |
|    |   | <i>If applicable</i> |      |       |
| 6. | Signature of Student Accounts/Bursar Representative     | _____                | Date | _____ |



## Leave of Absence Rule Set

### *Purpose*

Students use this form to formally request a leave of absence for less than one academic year (four consecutive terms). Students seeking to leave the institution for more than four consecutive terms should use the Withdrawal form.

### *Procedures*

Students must indicate the appropriate reason for their request. These students seeking a leave of absence must list both the term and year that they anticipate returning to the institution.

Students must then meet with their academic advisor to inform the advisor of their decision to leave the institution and obtain their signature. International students are required to inform a representative of the International Students and Scholars Services of their decision to leave the institution and secure a signature. Students must finally meet with a student resource center representative to discuss the financial aid and billing implications of leaving the university.

The Leave of Absence form with appropriate signatures must then be submitted to the Student Resource Center for processing.