APPLICATION FOR LEAVE OF ABSENCE

Leave Of Absence

I. A Leave of Absence may be granted on the basis of medical (physical), psychological, financial, educational, parental, military, or other compelling reasons. Supporting documents must be included with all requests.

II. You may apply for a Leave of Absence any time during the semester for the following semester (spring for fall or fall for spring). However, the form must be completed prior to the start of the semester for which you will be on leave.

III. A Leave of Absence shall last for either one or two semesters (excluding summer) and not be granted more than once in any five year period.

IV. You are still responsible for any outstanding debts that you may owe the college. If you are impounded your application cannot be processed.

Instructions

1) Please complete all information on both sides of this form.
2) Attach all supporting documents.
3) Secure the appropriate signatures.
4) If you are registered for the semester for which you applying for the Leave of Absence, you must drop your classes immediately.

Name: ____________________________  EMPLID: ____________________________
Major: ____________________________  Applying for:  ☐ Fall  ☐ Spring  Year: __________
Semester expected to return:  ☐ Fall  ☐ Spring  Year: __________
Student Signature: ____________________________  Date Submitted: ___ / ___ / ___

Complete information on reverse side of this form.

REGISTRAR USE ONLY

Leave posted: Yes ☐  No ☐  Reason: ____________________________
Completion date: ___ / ___ / ___  By: ____________________________
FINANCIAL AID CONSUMER INFORMATION

Loan Information:
Students who participated in either the Federal Direct Loans or Perkins Loan programs who are granted an approved leave of absence are considered to remain in an in-school status for loan repayment purposes. Essentially, this means that respective loan program grace periods will not be affected.

However, if a student does not return from an approved leave of absence, the student’s withdrawal date and the beginning of the student’s grace period will be the date the student began the “leave of absence”. This may mean that the student could have used up some or all of the grace period for a loan. Students will be required to attend and EXIT interview.

NOTE: THIS APPLICATION MUST HAVE THE FOLLOWING SIGNATURES BEFORE IT CAN BE PROCESSED.

Counseling: (Students in special programs MUST SEE THEIR ASSIGNED COUNSELOR).
Comments: ________________________________________________

________________________________________________________

Counselor’s Signature: ___________________________ Date: __/__/____

Financial Aid: Financial Aid Recipient: Yes ☐ No ☐
Comments: ________________________________________________

________________________________________________________

Counselor’s Signature: ___________________________ Date: __/__/____