



LEAVE OF ABSENCE REQUEST FORM

Student Name: _____ Student ID#: _____
Last First Middle

Program: MAcHM DAcHM DAOM Financial Aid: yes no

All leaves of absence which must not exceed 180 days in any 12-month period and must be approved by the Academic Dean to avoid withdrawal status. **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 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of absence without the Academic Dean's permission will not be considered a continuing student and may be considered as withdrawn.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Aid Title IV loans who fail to return to the University from an approved leave of absence will be considered as withdrawn and will be reported to the lending institution by the University.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.

Leave of Absence Reason (Please write in detail):

Start Date of LOA: ____/____/____ Return Date of LOA: ____/____/____

Contact Information during the Leave of Absence

Email: _____ Phone: _____

Address: _____

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's Signature

_____/_____/_____
Date

OFFICE USE ONLY

Reviewed by: _____
Financial aid officer

_____/_____/_____
Date

Approved by: _____
Academic Dean

_____/_____/_____
Date