

REQUEST FOR LEAVE OF ABSENCE

Students who wish to leave Presentation College for one semester may apply for a leave of absence. Students on an approved leave of absence who return within the timeframe indicated on the leave of absence form do not need to seek formal readmission. **Application for a leave of absence must be made and approved no later than the end of the semester preceding the leave.** Students granted such a leave should consult with the Registrar and Financial Aid offices regarding how a leave of absence may affect their enrollment status and financial aid.

Students may request a leave of absence one time. Exceptions for leaves of absence due to emergency medical or military conditions will be made upon submission of supporting documentation.

SECTION I – TO BE COMPLETED BY STUDENT

Name _____ Student ID _____
Campus _____

Address while on leave _____

Phone number _____

Personal email _____

Major _____

* * * * *

I request a leave of absence for the following term (check one and enter the year):
 Fall _____ Spring _____ Summer _____

Reason for requesting Leave of Absence (explain and attach supporting documentation)
 Medical
 Military
Other _____

Explain: _____

SECTION II – SIGNATURES

_____	_____
Student	Date
_____	_____
Advisor	Date
_____	_____
Department Chair	Date
_____	_____
Financial Aid Director	Date
_____	_____
Registrar	Date
_____	_____
Vice President for Academics	Date

Registrar's Office use only:
LOA noted in Student Status _____ (initials/date)
Copy provided or mailed to student _____ (initials/date)