



## Academic Leave of Absence Request

(No class(es) scheduled for payment period)

Student Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

I am requesting a leave of absence during the ☐ Spring ☐ Summer ☐ Fall semester of the year 20\_\_\_\_.

The recess period starts (mm/dd/yy). \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_. I will return to school on  
(mm/dd/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_.

I will comply with the following regulations:

- I must pass by the Financial Aid Office to evaluate and acknowledge the financial implications this recess may have.
- I can request an academic leave of absence for a duration of one Semester.
- Student federal loan borrowers who request an Academic Leave of Absence, are considered to have ceased attendance, and reported as withdrawn to the National Student Loan Data System. This withdrawal means that your federal student loans will no longer be considered eligible for an in-school deferment and the loans will either enter a grace period (6 months) or begin repayment. If you resume attendance before the end of the grace period, you will regain eligibility for an in-school deferment.
- I must complete the exit counseling at: [Exit Counseling | Federal Student Aid](#)
- I will not incur any additional tuition charges during the academic leave of absence.
- I must contact the Registrar's Office to either continue classes or withdraw from the University when the period for academic leave of absence ends.
- In the event I do not return from the academic leave of absence, I will be dropped from the University and the withdrawal date will continue to be the date the Academic Leave of Absence begun.

X

Student Signature

### Institutional Use

Only

X

X

Registrar Office

X

Financial Aid Office

X

Bursar Office

X

Campus Dean

X

Loan Management Office

X

International Advisor