

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 _____

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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 Deployment Foreign aid service (Peace Corps) Official church mission

Explain: _____

SECTION II – SIGNATURES

Student _____ Date _____

Advisor _____ Date _____

Division Dean _____ 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)

Form updated 2020.08.24