

## Leave of Absence

**Procedure:**

1. The program leave of absence can be initiated by the student after each Academic Year.
2. Refer to the Academic Calendar for the policy.
3. All programs Leave of Absences require academic and student finance advisement.

| <b>TO BE COMPLETED BY THE STUDENT</b> |                 |
|---------------------------------------|-----------------|
| Student Name:                         | Student Number: |
| Phone Number:                         | Email:          |
| Program:                              |                 |
| Date (MM/DD/YY):                      |                 |
| Any Remark:                           |                 |
| _____                                 |                 |
| _____                                 |                 |
| _____                                 |                 |
| _____                                 |                 |
| _____                                 |                 |

| <b>For Office Use Only</b>        |                                 |
|-----------------------------------|---------------------------------|
| Additional remarks:<br>_____      |                                 |
| Student Services Clearance: _____ | Finance Office Clearance: _____ |
| <b>Registrar Office:</b>          |                                 |
| Processed by: _____               | Date: _____                     |
| Signature: _____                  | Date: _____                     |