

PACIFICA GRADUATE INSTITUTE

LEAVE OF ABSENCE FORM

- ✓ Please read the Leave of Absence Policy in the Student Handbook prior to submitting your leave form.
- ✓ Prior to taking a leave of absence, students are strongly advised to consult with the Program Chair.
- ✓ Financial aid recipients must contact the Financial Aid Office regarding the Exit Interview.
- ✓ The Visa status of international students may be affected.
- ✓ Students must submit a Request to Re-Enrollment Form to the Registrar at least six weeks prior to the intended quarter of re-enrollment.
- ✓ The minimum leave is one quarter and maximum is one year.
- ✓ Traineeship and internship hours may NOT be accrued during the leave period.

Student Information:

Name: _____
(please print)

Program/Track: _____

I request a leave of absence to begin: Fall____ Winter ____ Spring ____ Summer____ **YEAR:** _____

I expect to return: Fall____ Winter _____ Spring____ Summer____ **YEAR:** _____

Reason for your leave of absence:

If you are currently enrolled, do you wish to withdraw from your courses and receive grades of "W"?
___ yes ___ no

Student Signature: _____ **Date:** _____

Office Use Only:

Separation Date: _____

Email Faculty: _____ Housing: _____

Drop Courses: _____ Year/Term: _____

Delete Courses: _____ Year/Term: _____

"W" Grade Assigned: _____ Year/Term: _____

Registrar: _____ Date: _____

Business Office: _____ Date: _____