



# Leave of Absence Form

STUDENT INFORMATION			
Student Name:		Date:	
Telephone:		Track:	

LEAVE OF ABSENCE INFORMATION			
I, the undersigned, request a leave of absence for the time period:			
<b>Leave of Absence to Begin</b>	<b>Return from Leave of Absence</b>	Reason for Leave:	
<b><u>Term:</u></b> <b><u>Year:</u></b>	<b><u>Term:</u></b> <b><u>Year:</u></b>	_____	
<input type="checkbox"/> Fall      _____	<input type="checkbox"/> Fall      _____	_____	
<input type="checkbox"/> Winter      _____	<input type="checkbox"/> Winter      _____	_____	
<input type="checkbox"/> Spring      _____	<input type="checkbox"/> Spring      _____	_____	
<input type="checkbox"/> Summer      _____	<input type="checkbox"/> Summer      _____	If you are currently enrolled, do you wish to withdraw from your courses and receive grades of 'W'?	
		Yes _____ No _____	

Please read the Leave of Absence policy in the Student Handbook and consult with the Program Chair.

Financial aid recipients must contact the Financial Aid Office regarding the Exit Interview. The maximum leave of absence is one year and may affect your financial aid. The Visa status of international students will be affected.

A leave of absence fee will be assessed to your student account.

Students must submit a Request to Re-Enroll Form to the Registrar's Office at least six weeks prior to the intended quarter of re-enrollment. **Upon their return, students must follow the academic plan developed by the program administrator/student affairs coordinator.** In order to re-enroll, any overdue library materials must be returned.

Traineeship, Practicum/Internship hours may NOT be accrued during the leave period as well as personal therapy hours for Counseling students.

**Registrar's Office Fax Number: 805.565.3804**

**Required Signatures:**

Student	Date
Registrar	Date
Student Accounts Office	Date
Separation date: _____	
Email Faculty: _____ Email Housing: _____ Email IT: _____	
Courses Dropped or Deleted or "W" grade assigned (year/term):	

Revised: 6/2016