



## LEAVE OF ABSENCE REQUEST FORM

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Students planning any leave should consult with their **Academic Advisor** and arrange for an interview with Director of Student Services. For full tuition refund, a leave of absence must be arranged either at the end of the semester prior to the leave or by the Drop/Add deadline of the requested semester. For the refund schedule and additional dates, visit the MLTS Academic Calendar.

A leave of absence will usually fall into one of the below categories:

1. a leave of absence while in good standing;
2. a leave of absence while on warning or probation;
3. a leave of absence for medical reasons; and
4. an involuntary leave of absence.

I request a leave of absence for the following period of time. Check all that apply:

☐ Fall Semester ☐ Spring Semester ☐ Summer Semester

Reason for Leave: \_\_\_\_\_

Academic Year \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_

Business Office Signature: \_\_\_\_\_

V.P. of Academic and Student Affairs Signature: \_\_\_\_\_

### Instructions:

- Student should first meet with Academic Advisor to complete top section of the form and send to Registrar for signature. Registrar will discuss LOA with the student.
- Registrar will send form to Business Office and VP of Academic and Student Affairs for approval.
- If fully approved, the Registrar will provide the final version to the student and advisor and add the form to the student's record.