



Office of the Registrar and Financial Aid

251 Tennessee Street

Redlands, Ca 92373

Phone: 909-335-8863 Fax: 909-335-9101

LA

2010-2011

LEAVE OF ABSENCE FORM

This form is to be used if:

1. Student is currently enrolled and is completing the academic quarter, but will not be returning next qtr because of LOA.
2. Student is currently enrolled and wishes to take a Leave of Absence (LOA)

To be completed by student:

Name: _____	SSN or Student ID _____
Address/Phone/E-mail: _____ _____	Last Day you attended class? _____

Leave of Absence (LOA):

Please circle the reason: Military Research Maternity Family Obligations Illness Hospitalization
 Personal/Financial Other: _____

Reason Explanation:

When will you return? _____

If you are currently enrolled are you completing the academic quarter? Yes No

Student Signature: _____ **Date:** _____

Approval Signatures:

<i>Site Director Signature</i>		<i>Date:</i>
<i>Academic Office Signature</i>		<i>Date:</i>
<i>Financial Aid Officer Signature</i>		<i>Date:</i>

Financial Aid Recipient: Yes No

School Use Only:

Comments: _____

