

Student's First Name

Student's Last Name

Student's ID Number

**Intent:** It is my intent to request a Leave of Absence for the following period. I understand that if requesting the following term off, I must submit this form no later than **one week prior to the start of class for that term.** and if requesting a mid-course leave, I must submit this form within seven days of last date of course activity for consideration. Mid-course leave is not available to students in the final week of class. Start date is the date you will stop attendance in course or last day of term. **End Date should be the first day of the term you will be returning.**

Start date of LOA (first day of Term)

End Date of LOA (date of return)

Reason for Leave of Absence:

- Medical
- Personal/Family
- Business

Please describe the reasons or extenuating circumstances for your request:

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*Additional comments may be attached to this form.*

**Verification of information:** By signing this form, I am acknowledging that I am requesting a Leave of Absence (LOA) due to physical incapacity, severe medical condition, or other serious extenuating circumstance that prohibits completing my current course or returning immediately to the following term's courses. Further, I acknowledge that I may not take more than two eight-week LOAs within an academic year and failure to return on the above-stated end date will result in full withdrawal from the University and the return of federal financial aid funds. I understand that misrepresentation or fraud regarding my Application for Leave of Absence and/or subsequent documentation will be considered grounds for dismissal from ACU.

Print Student's Name

Student's Signature

Date

-----**For Office Use Only**-----

Request Approved: \_\_\_\_\_

Request Denied Reason: \_\_\_\_\_

**DISTRIBUTION:** The Office of Financial Aid will determine if a committee decision is required and provide the Committee responsible for a decision within three business days. Once a decision is reached, the Financial Aid team will notify the student, cc: Registrar's Office, Enrollment, and Academic Affairs for processing. All non-ADA-compliance documentation will be stored by the Financial Aid department in the student's record.