

answered.

___ Enter the number of leave of absences previously approved.

Student Initial: _____

LEAVE OF ABSENCE REQUEST Process and Considerations

- Meet with Faculty Mentor
- Complete and submit the SoNHS Leave of Absence form
- Complete and attach the UMKC Request for Leave of Absence form
- Leave of Absence is being requested for:
Semester (s) requesting leave for _____ and
Will Return _____
- Leave of Absence Considerations
 - You must be registered and enrolled in classes for the current term to apply for a leave of absence.
 - If you are currently receiving financial aid, scholarships, or grants please meet with that office and discuss ramifications for said leave. You may be required to repay funds received.
 - Please check with the Cashiers Office prior to any leave (if approved).
 - If you are an International student, please meet with that office and discuss ramifications for taking a leave.

Student Signature and Date of Application

Reviewed by Academic Advisor (Signature & date)

Program Director Signature and Date

Tentative Date of Next Student Affairs Committee Meeting

Date Received in Student Services

This request will be reviewed at the next Student Affairs Committee meeting and a final decision will be emailed to you.

Student Affairs Decision and Date

Approved and Date _____

Not Approved and Date _____

Student Affairs Committee Chair Signature & Date Email (with Read Receipt) Sent to Student:
