



# Leave of Absence Request

This form must be submitted to the Office of the Registrar

Student Name: \_\_\_\_\_  
Last First Middle

Student ID Number 

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Are you a Scholarship Student?  YES  NO Phone number: \_\_\_\_\_

Leave Effective:  Fall  Spring  Summer Year 

2	0		
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Return Effective:  Fall  Spring  Summer Year 

2	0		
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Personal reasons  Financial reasons

Other (please explain): \_\_\_\_\_

To be used when the student is willing to sit-out for a specific period. This form would allow the student to be away up to a maximum of one academic year with his/her account remaining "active" during this period.

This form should only be used either prior to the beginning of a semester i.e.; the deadline is by the end of the drop/add period for that semester or to be submitted for future semesters.

Should the student decide to return to AUK within one academic year the Office of the Registrar would "re-activate" the student's account. Per the AUK Catalog, students who return after one academic year would have to re-apply through the Office of Admissions. All returning students must meet the readmission requirements and all admissions deadlines.

\*\*\* If you plan on taking courses elsewhere, you should also submit a Study Away form along with this request. \*\*\*

**AUK Staff use *only***

**Comments/Remarks:**

\_\_\_\_\_  
Student's Signature & Date

\_\_\_\_\_  
Finance Department (*All Students*) Signature & Date

\_\_\_\_\_  
Academic Advising Center Signature & Date

\_\_\_\_\_  
Library (*All Students*) Signature & Date

\_\_\_\_\_  
Scholarship Office (*All Students*) Signature & Date

Office of the Registrar  
American University of Kuwait  
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Last Modified: 7 January, 2014

**RO USE ONLY:**

Processed by: \_\_\_\_\_  
(Initials)

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