

Request for LEAVE OF ABSENCE

Name: _____

Student ID # or Last 4 of SSN/SIN: _____ Program: _____

Are you **completing** the **current term**? ☐ NO ☐ YES ***IF YES SKIP TO MY RETURN TERM***

My **Last Date of Attendance** will be: ____ / ____ / ____ of the _____ semester Year 20__

My **Return Term** will be: _____ semester Year 20__

Reason for requesting leave (If more space is required, please continue on the back of the form.):

Students may request a Leave of Absence (LOA) due to illness or other extenuating circumstances by completing a Leave of Absence form. An LOA may be granted for a period not to exceed three semesters. ***International students are not eligible to take a leave of absence. If a student has accepted a practicum or internship prior to requesting a leave, or is completing a practicum/internship at the time of the request, the student must contact the Director of Training prior to submitting this form.***

Students who do not return from an LOA by the agreed upon semester will be administratively withdrawn from the School. Your withdrawal date will be your last date of attendance or the last date of the last term attended. To return to the School, administratively withdrawn students must submit a new application for admission and, if admitted, must follow the regulations and program requirements in effect at the time of the new admission.

In order for a financial aid recipient to be approved for an LOA, the student must follow the Adler School's LOA policy as outlined in the Financial Aid and Student Accounts Handbook. Since federal regulations are very clear that LOA is only to be granted for a specific set of circumstances, **any leave not approved as an official LOA by the Director of Financial Aid will be reported to the National Student Loan Data System as a Withdrawal.** Students are required to speak with the Office of Financial Aid before requesting an LOA in order to receive full explanation of the procedure and the results of the LOA.

*****If you did not download this form directly from the Adler website or obtain from the Office of the Registrar, please go to www.adler.edu. Click on Campus; select Chicago; Student Resources; Policies & Forms to ensure you are using the most recent form. Older versions of this form will not be processed.***

*****If you decide to take a LOA before the term starts or during the drop/add period, you are required to log onto WebAdvisor and drop all of your courses immediately. Failure to do so will result in you being charged the drop fee and/or tuition. The charges will be based on the date the form is received completely signed by the Office of the Registrar.*****

*****It is the student's responsibility to obtain all signatures listed below and make sure the completed form, with all signatures, is submitted to the Office of the Registrar. This request is not considered official until processed by the Office of the Registrar. Incomplete forms will be returned to the student. Completed forms can be e-mailed to registrar@adler.edu, faxed to (312) 277-0918, dropped off in person at the Office of the Registrar on the 15th floor, or mailed to the Chicago campus.*****

****Student Signature:** _____ **Date:** _____

(Your signature indicates you have read and understand the information listed above.)

APPROVAL OF LEAVE

① Faculty Advisor

Date approved: ____ / ____ / ____

② Program Director

Date approved: ____ / ____ / ____

③ Director of Training (*students on practicum or internship*)

Date approved: ____ / ____ / ____

④ Director of Community Engagement (*students on CSP*)

Date approved: ____ / ____ / ____

⑤ Associate Vice President of Student Affairs

Date approved: ____ / ____ / ____

⑥ Financial Aid

Date approved: ____ / ____ / ____

Registrar's Office Use Only:

Received by Rep. initials & date received (***with all signatures***) _____

⑦ Registrar's Office Representative (***final signature & date processed***) _____