
LEAVE OF ABSENCE FORM

Leave of Absence may be approved for up to one year maximum

TO THE STUDENT: Complete as appropriate, sign, and submit to your department.

Name: _____ UCID: _____ Department: _____

Reason(s): *Please be explicit. Use the back of this page, if necessary. (Appropriate documentation of your readiness to resume your studies - if requesting a LOA - may be required prior to your return to the University.)*

Effective date: _____ Quarter of return (if requesting LOA): _____

Address while on leave, or permanent address: _____

Telephone: _____ Email: _____

Have you taken any loans through the University while a student here? Yes No

If you answered "yes," you must go to Student Loan Administration or call (773) 702-6061 to arrange for an Exit Counseling meeting before leaving the University. Federal regulations require that you interview with a loan officer who will be responsible for providing you with the terms and conditions of your federal student loans. Failure to appear for an exit interview may result in a restriction and possible problems with your loans.

Student signature: _____ Date: _____

TO THE DEPARTMENT: Please complete this section and return to the Office of the Dean of Students.

May return at any time during the approved leave

May return only under the following conditions:

Department signature: _____ Date: _____

Dean of Students Office Approval: _____ Date: _____