



# Office of Admissions and Records

Request for Leave of Absence for:  Fall  Spring  Summer 200\_\_

10M - 08/03

Student's Name (Please print last name first) \_\_\_\_\_

Student ID Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Student's Signature \_\_\_\_\_

This form must be submitted to the Office of Admissions and Records at Ocean Campus on or before the deadline date published in the Schedule of Classes and the College Catalog. Processing of the form will cause ALL your classes dropped or withdrawn, depending on the date the form is submitted for processing.

**NOTE: *Foreign students with a F1 Visa must obtain approval from their Foreign Student Advisor before attempting to drop classes, as this would affect their status.***

**BEFORE A LEAVE IS GRANTED, YOU MUST RECEIVE CLEARANCE FROM THE FOLLOWING DEPARTMENTS**

| DEPARTMENT | CLEARED BY | DATE |
|------------|------------|------|
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**IMPORTANT: *To qualify for an enrollment fee refund and/or a non-resident tuition refund, students must drop within the established deadlines and submit a request for refund to the Office of Tuition and Fees.***

Received by: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_