

OFFICE OF THE REGISTRAR

Request for Leave of Absence

A student requesting a leave of absence must provide this completed form to the Office of the Registrar, which will notify the appropriate departments for necessary actions. The usual limit for a leave of absence is two academic semesters or less. Extensions beyond this require additional approval before the return date for the original leave of absence. Students who do not return at the end of the leave will be administratively withdrawn and must reapply through the readmission process.

Students approved for a leave of absence are required to contact the following departments:

Financial Aid financial_aid@kgi.edu | 909.607.8208 **Student Accounts** student_accounts@kgi.edu | 909.607.8589

Student Name _____ Student ID _____

Student Email _____ Program _____

I am requesting a leave of absence from _____ to _____ Return Date/Semester _____

Reason ☐ Personal ☐ Medical ☐ Military ☐ Financial ☐ Other (Please specify below) _____

I understand that I must submit a Request to Return from Leave of Absence form to be considered back into the program.

Student Signature _____ Date _____

Signatures required for leave of absence:

1. Program Director _____ Date _____
Notes _____
2. Financial Aid _____ Date _____
Notes _____
3. Student Accounts _____ Date _____
Notes _____
4. International Student _____ Date _____
Advisor _____
5. Dean of School _____ Date _____
Notes _____
6. Registrar's Office _____ Date _____
Notes _____

Office Use Only

Last Date of Attendance _____ Date Clearinghouse Notified _____ By _____

Checklist to be completed by school departments

- ☐ KGI ID card deactivated; date completed _____
- ☐ Adjust financial aid (Financial Aid Office); date notified _____

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