

OFFICE OF THE REGISTRAR

Request to Return from a Leave of Absence

A student requesting a return from a leave of absence is required to provide this completed form to the Office of the Registrar, which will notify the appropriate departments for necessary actions. This form should be submitted no later than July 1 for reinstatement of the fall term, November 1 for reinstatement of the spring term, and March 1 for reinstatement of the summer term. Supporting documentation may be required for return from leave of absence requests; this may include permission from the Dean of the school, medical releases, or other supporting documents.

Attached supporting documents_____

Students requesting a return from leave of absence are required to contact the following departments:

Financial Aid financial_aid@kgi.edu | 909.607.8208 **Office of the Registrar** registrar@kgi.edu | 909.607.0109

Student Name_____ Student ID_____

Dates of LOA _____ to _____ Return Date/Semester_____

I am requesting consideration to return from a leave of absence at KGI.

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. Dean of School_____ Date_____
Notes_____
5. Registrar's Office_____ Date_____
Notes_____

Office Use Only

Date of Return_____ Date Clearinghouse Notified_____ By_____