



Office of the Registrar • 240 Pine Ridge Road • Buffalo, NY 14225  
(716) 896-0700 • FAX (716) 896-0705

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## LEAVE OF ABSENCE

After the end of a semester, a student in good academic and financial standing may apply for a leave of absence for up to two semesters. A serious reason for the request will be required in order for the leave of absence to be granted.

A leave of absence allows a student to postpone the program requirements in place when admitted to the College and resume the same program plan when the student returns from the leave of absence.

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(Please PRINT all information)

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Program/Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Begin Leave of Absence: Semester \_\_\_\_\_ Year \_\_\_\_\_

Return from Leave of Absence Semester \_\_\_\_\_ Year \_\_\_\_\_

Reason for Leave of Absence

\_\_\_\_\_ Personal Illness \_\_\_\_\_ Financial \_\_\_\_\_ Family Emergency \_\_\_\_\_ Other

Explanation:

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**Registrar's Office**

The above named student is

\_\_\_\_\_ in good academic standing and eligible for the leave of absence

\_\_\_\_\_ not in good academic standing and not eligible for the leave of absence

Registrar \_\_\_\_\_ Date \_\_\_\_\_

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**Business Office**

\_\_\_\_\_ Student is financially clear

\_\_\_\_\_ Student has financial liability

Vice President for Business Affairs \_\_\_\_\_ Date \_\_\_\_\_

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**Financial Aid** – An exit interview is required.

Procedures for re-establishing financial aid were explained to the student.

Director of Financial Aid \_\_\_\_\_ Date \_\_\_\_\_

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**Vice President for Academic Affairs**

\_\_\_\_\_ Leave of Absence Approved

\_\_\_\_\_ Leave of Absence Denied

Vice President for Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

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I understand that if I fail to return from the leave of absence, the grace period for my loan repayment may expire and I will need to begin making payments on my loans. I also understand that if I do not return from the leave of absence, I may not be in "pursuit of program" as defined by federal and state guidelines.

I understand that a leave of absence allows me to postpone the program requirements in place when I was admitted to the College and allows me to resume the same program plan if I return from the leave of absence on the given date.

I will notify the Registrar prior to returning to the College.

If I do not return to Villa Maria College after my leave of absence, I will be automatically withdrawn. If I return at a later date, I must reapply for admission to the College and follow the program plan at the time of readmission.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_