W Y C L I F F E C O L L E G E

LEAVE OF ABSENCE FORM
BASIC DEGREE DIVISION

One leave of absence may be granted during the eight-year period that students have to complete their program for the time of first admission. A leave is granted for a period of an academic year. It is motivated by factors of health or other personal circumstances having to do with finances or family obligations. A leave does not reduce the time that students have upon their return to complete their programs.

If a Leave of Absence Form is not completed, interruptions in your program will count toward the time limit for completion of the degree.

A LEAVE IS GRANTED FOR THE DURATION OF AN ACADEMIC YEAR

NAME OF STUDENT: _____

STUDENT NUMBER: _____ **PROGRAM:** _____

FIRST MONTH AND YEAR OF ADMISSION INTO PROGRAM: _____

THIS IS A REQUEST FOR A LEAVE OF ABSENCE FROM _____ **TO**_____

REASONS FOR THE REQUEST ***(ALL INFORMATION IN THIS FORM WIL BE TREATED WITH CONFIDENTIALITY)***

SUBMIT TO THE REGISTRAR

APPROVED BY: _____ **DATE:** _____
School Official