



ANNUAL VACATION / LEAVE OF ABSENCE REQUEST FORM

Student Information

Name Student ID
Date of Birth U.S. Status
Degree/Major

Vacation Request

Request type checkboxes: New Request, Extension Request

Applying Quarter

Mark the quarter that applies: Winter, Spring, Summer, Fall
Anticipated Dates of Leave: From mm/dd/yyyy To mm/dd/yyyy

For an International Student (F-1)

Check which Leave applies: Annual Vacation, Medical Leave, Emergency/Short Leave, Military Leave

For a Citizen / Permanent Resident / Other Visa Categories Student

Leave type checkboxes: Voluntary Leave, Change in professional goals/interests, Employment, Financial difficulty, Health Related, Family Responsibilities, Other, Medical Leave, Military Leave

I certify that the information contained on this form and any supporting documents is true and accurate to the best of my knowledge and is in accordance with the School Catalog and Student Handbook.

Signature lines for Print Your Name, Signature, and Date

OFFICE USE ONLY

Approval checkboxes: Approved, Denied, Approved Conditionally

Received Office of Registrar Date

Comments

Reviewed Chief Operating Officer / DSO Signature Date