



# LEAVE OF ABSENCE REQUEST

Although a leave of absence is discouraged, it is recognized that occasionally there are significant life-altering events that may result in the need for a student to suspend continuous enrollment from their program on a temporary basis. Consequently, any student who seeks to decline registration for an up-coming term may do so by filing a **Leave of Absence Request** form. A student on a leave of absence may re-enter the program on a space available basis. Students are still expected to complete their program within a six year time frame. Students on military deployment are exempt from this policy.

Bryant ID \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Program \_\_\_\_\_

I am requesting a Leave of Absence for  **Fall**  **Spring**  **Summer** Year: \_\_\_\_\_ due to the following reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Please drop/withdraw me from the following classes
- Register me for a Leave of Absence

	CRN	Course Code & Number	Instructor
<b>Drop</b>			
<b>Withdraw</b>			

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**For Office Use Only**

Refund:  100%  80%  60%  40%  20%  0%