# REQUEST FOR A LEAVE OF ABSENCE/WITHDRAWAL FROM THE UNIVERSITY

SOKA UNIVERSITY OF AMERICA
1 University Drive • Aliso Viejo • CA 92656 • Tel: (949) 480-4000 • Fax: (949) 480-4001

<table>
<thead>
<tr>
<th>Student Name (Last, First, MI.)</th>
<th>SUA ID No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Address (Number, Street, Apt)</td>
<td>City, State, Zip, Country</td>
</tr>
<tr>
<td>Phone</td>
<td>E-mail Address</td>
</tr>
<tr>
<td>Return Session (if applicable)</td>
<td></td>
</tr>
<tr>
<td>☐ 20 Fall Block ☐ 20 Fall Semester ☐ 20 Winter Block ☐ 20 Spring Semester</td>
<td></td>
</tr>
<tr>
<td>Primary Reasons</td>
<td></td>
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<tr>
<td>☐ Academic ☐ Family ☐ Financial ☐ Health ☐ Employment ☐ Transfer ☐ Other</td>
<td></td>
</tr>
<tr>
<td>I have read and understand the regulations outlined on the attached instructions. I also understand that an incomplete form and/or completed form not turned in to Registrar’s Office may result in an administrative hold on records, forced withdrawal and/or suspension from the university.</td>
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<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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**DEAN’S OFFICES:** Please complete and return form to student to obtain clearances

<table>
<thead>
<tr>
<th>Type of Withdrawal</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>☐ Leave of Absence</td>
<td></td>
</tr>
<tr>
<td>☐ Complete Withdrawal</td>
<td></td>
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<tr>
<td>☐ Suspension</td>
<td></td>
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<tr>
<td>☐ Dismissal</td>
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Dean of Students Signature/Date

Dean of Faculty Signature/Date

**STUDENT:** Please obtain clearance signatures from appropriate offices below and return completed form back to Registrar’s office

Director of Library (all students)/Date

Financial Aid (financial aid recipients)/Date

International Admission (international students)/Date

Information Technology (all students)/Date

Completed by Information Technology

Did the student return laptop? ☐ Yes ☐ No

If No, laptop purchase charge: $ __________

Other IT charges: $ __________

Total IT charges: $ __________

Final phone/cable bills amount: $ __________

Director of Residential Life (all residential students)/Date

Completed by Director of Residential Life

Any damage to Residence Hall? ☐ Yes ☐ No

If Yes, damage amount: $ __________

OneCard turned in? ☐ Yes ☐ No

If No, replacement charge ($20/card): $ __________

Mailroom/Date

**Student Account (all students)**

Student Account Signature/Date

Total Bill/Refund Amount $ __________

Registrar’s Office (all students)

Entry Made By/Final Authorized Signature/Date

Status
**POLICY**

Students may be granted a leave of absence for personal and/or family emergencies. There are two types of leaves of absence:

1) a short-term period of leave* (not to exceed 10 days)
2) a long-term period of leave (not to exceed 1 year)

All students should contact the Dean of Students concerning a leave of absence. Student who request a long-term leave of absence should:

1) consult with their faculty advisor and the Dean of Students
2) submit written notification to the Dean of Faculty
3) complete the form and turn it in to Registrar’s Office

All leaves or withdrawals (an exception to the short term leave) require an application for readmission.

* Students wishing to take a short-term leave of absence must pick up a separate form (Form 213).

**PROCEDURE FOR STUDENTS**

1. Obtain the Leave of Absence Form (Form 205) available in Registrar’s Office or Student Affairs
2. Meet with the Dean of Students and have the Dean sign the form
3. Meet with the Dean of Faculty and have the Dean sign the form
4. Visit following departments and obtain clearance signatures (you must obtain all signatures that apply to you here before visiting Student Accounts)
   a. Information Technology (all students)
      • Either return the laptop or purchase the laptop
      • Get final phone/cable bill amount
      • Receive clearance signature
   b. Library (all students)
      • Clear any overdue books or fines
      • Receive clearance signature
   c. Financial Aid (financial aid recipients only)
      • Discuss any changes on financial aid status
      • Receive clearance signature
   d. International Admission (international students only)
      • Discuss changes to immigration status
      • Receive clearance signature
   e. Residential Life (all students)
      • Make appointment for a checkout walk thru with the Residence Hall Coordinator
      • Clear the room by the effective date (identified on the form)
      • Have Residence Hall Coordinator sign off Room Condition Report form
      • Return your OneCard
      • Meet with the Director of Residential life and have the Director sign the form
   f. Mail Center
      • Return your mailbox key
      • Receive clearance signature
5. Meet with the Student Accounts Representative
   a. Settle any remaining outstanding balances
   b. Full or partial refunds on tuition and room and board will be made according to refund schedule
   c. Receive clearance signature
6. Turn in the completed form to Registrar’s Office

The form must be complete and turned in to Registrar’s Office for official status. Incomplete form and/or completed form not turned in to Registrar’s Office may result in an administrative hold on records, forced withdrawal and/or suspension from the university.