



## LEAVE OF ABSENCE (LOA) FORM

NAME \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_  
*Last First MI*

CAMPUS \_\_\_\_\_

DEGREE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**REASON FOR LOA WITHDRAWAL REQUEST: (Valid documentation must be provided in order to authorize LOA)**

- Medical
- Employment
- Military

*\* An administrative fee will be not assessed to students who have an approved LOA from Schiller International University unless they do not return as scheduled. In the event a student does not return they will be charged according to the following fee schedule:*

*Heidelberg, Madrid and Paris Campus: 81.00 EUROS*

*Florida and Online Campus: 100.00 USD*

The student must complete a new Financial Aid Award Letter (for those receiving Financial Aid) to be eligible for LOA approval. All students must complete one full semester prior to being eligible to apply for a LOA. In addition, the student must contact the following departments to discuss the consequences of taking an LOA and to secure signatures from each department representative.

Student Services \_\_\_\_\_ Registrar \_\_\_\_\_ Financial Aid \_\_\_\_\_

Bursar \_\_\_\_\_ DSO (for International Students in Florida) \_\_\_\_\_

*I have read the LOA Policy and understand I must return as scheduled or be withdrawn from the University.*

**STUDENT SIGNATURE** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_

**LOA Requested Time frame:**

Effective Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

**REGISTRAR'S OFFICE ONLY**

Certified Date of Withdrawal: \_\_\_\_\_ Certified Last Date of Attendance: \_\_\_\_\_

FA Completion Date: \_\_\_\_\_ Registrar Approved/Denied: \_\_\_\_\_

LOA Request Received Date: \_\_\_\_\_ Registrar's Signature and Date: \_\_\_\_\_

TAMPA (US) · MADRID (Spain) · PARIS (France) · HEIDELBERG (Germany)