



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

## SOKA UNIVERSITY OF AMERICA

1 University Drive • Aliso Viejo • CA 92656 • Tel: (949) 480-4045 • Fax: (949) 480-4151

Student Name (Last, First, MI.)	SUA ID No.
Permanent Address (Number, Street, Apt)	City, State, Zip, Country
Phone (      )	E-mail Address
Return Session (if applicable) <input type="checkbox"/> 20____ Fall Block <input type="checkbox"/> 20____ Fall Semester <input type="checkbox"/> 20____ Winter Block <input type="checkbox"/> 20____ Spring Semester	
Primary Reasons <input type="checkbox"/> Academic <input type="checkbox"/> Family <input type="checkbox"/> Financial <input type="checkbox"/> Health <input type="checkbox"/> Employment <input type="checkbox"/> Transfer <input type="checkbox"/> Other _____	

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.

\_\_\_\_\_  
 Student Signature Date

<b>DEAN'S OFFICES: Please complete and return form to student to obtain clearances</b>	
Type of Withdrawal <input type="checkbox"/> Leave of Absence <input type="checkbox"/> Complete Withdrawal <input type="checkbox"/> Suspension <input type="checkbox"/> Dismissal	Effective Date
Dean of Students Signature/Date	
Dean of Faculty Signature/Date	
<b>STUDENT: Please obtain clearance signatures from appropriate offices below and return completed form back to Registrar's office</b>	
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? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, laptop purchase charge:            \$ _____ Other IT charges:                                \$ _____ <u>Total IT charges:</u> \$ _____ Final phone/cable bills amount:            \$ _____
Director of Residential Life (all residential students)/Date	
Completed by Director of Residential Life Any damage to Residence Hall? <input type="checkbox"/> Yes <input type="checkbox"/> No OneCard turned in? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, damage amount:                        \$ _____ If No, replacement charge (\$20/card):    \$ _____
Mailroom/Date	
<b>Student Account (all students)</b>	
Student Account Signature/Date	Total Bill/Refund Amount \$ _____
<b>Registrar's Office (all students)</b>	
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 3 sessions)

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.

## PROCEDURE FOR STUDENTS

1. Obtain the Leave of Absence/Withdrawal Form available in Registrar's Office on the portal
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)
    - x Either return the laptop or purchase the laptop
    - x Get final phone/cable bill amount
    - x Receive clearance signature
  - b. Library (all students)
    - x Clear any overdue books or fines
    - x Receive clearance signature
  - c. Financial Aid (financial aid recipients only)
    - x Discuss any changes on financial aid status
    - x Receive clearance signature
  - d. International Admission (international students only)
    - x Discuss changes to immigration status
    - x Receive clearance signature
  - e. Residential Life (all students)
    - x Make appointment for a checkout walk-through with the Residence Hall Coordinator
    - x Clear the room by the effective date (identified on the form)
    - x Have Residence Hall Coordinator sign off Room Condition Report form
    - x Return your OneCard
    - x Meet with the Director of Residential life and have the Director sign the form
  - f. Mail Center
    - x Return your mailbox key
    - x 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.