



Office of the Registrar

LEAVE OF ABSENCE NOTIFICATION

A **Leave of Absence** is a *temporary withdrawal* from the University with a *pre-approved readmission* within a SPECIFIED time period of **1-3 semesters**.

A student returning from a LOA must (i) advise the Registrar of their intent to return, (ii) contact their Dean and/or Advisor in the semester preceding the semester of re-entry.

I, _____, will take a LEAVE OF ABSENCE from Galen University for the period of _____ . The reason for my Leave of Absence is (check all that apply):

- Finances
- Work-related
- Sickness/Medical
- Private (family matters, etc.)

I understand that any outstanding tuition, fees or other charges must be paid, or successful arrangement to make payment must be made, and that I must return library books, rented textbooks and any other Galen University materials or I will be charged the full cost of those books or materials.

I will return to Galen University for the _____ Semester.

Student's Signature

Dean of Faculty Signature

Date

Date

Finance Approved: _____ **Date:** _____
Finance Officer's Signature

Date form received by Registrar Office: _____

Date Entered _____ By: _____ Initials: _____

Developed: *March 12, 2021* *Leave of Absence from the University*

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