



FIVE BRANCHES UNIVERSITY

LEAVE OF ABSENCE / WITHDRAWAL TRACKING FORM

CAMPUS: Santa Cruz San Jose

PROGRAM: MTCM DTCM DAOM

TERM: Spring Summer Fall

LANGUAGE: Chinese English Korean

Date Student's LAST Name, FIRST Name Student ID#

Leave of Absence

As of the following date, I will be taking a leave of absence: _____
MM/DD/YYYY

Anticipated date of return: _____
TERM / YEAR

Withdrawal

As of the following date, I will be withdrawing from Five Branches University: _____
MM/DD/YYYY

Administrative Withdrawal

As of the following date, student enrollment has been canceled: _____

Reason for Requesting an LOA:

- Significant Medical Issue
- Family Member Significant Medical Issue or Death
- Job Crisis
- Other: _____

*** I understand that a leave exceeding 180 days will result in an administrative withdrawal. In order to return from an LOA, students are required to complete registration paperwork according to published deadlines. All re-admission is subject to approval. Failure to return from an LOA could affect your federal loan terms such as repayment and exhaustion of grace period.**

Signature: _____ Date: _____

Forwarding Address: _____

Primary Phone #: _____

Email Address: _____

FOR ADMINISTRATION USE ONLY:

Must be routed in order. Initial and date.

- | | | | |
|-------|-------|----------------------|---|
| _____ | _____ | Registrar | <input type="checkbox"/> Last Date of Attendance: _____ |
| _____ | _____ | Admissions | <input type="checkbox"/> Exit Interview |
| _____ | _____ | Clinic | <input type="checkbox"/> Appointment Book / <input type="checkbox"/> No balance due / <input type="checkbox"/> Outstanding \$ _____ |
| _____ | _____ | Library | <input type="checkbox"/> No balance due / <input type="checkbox"/> Outstanding \$ _____ |
| _____ | _____ | Reception/Facilities | <input type="checkbox"/> No balance due / <input type="checkbox"/> Outstanding \$ _____ |
| _____ | _____ | Financial Aid | <input type="checkbox"/> Exit Interview / FA Director Only |
| _____ | _____ | Accounting | <input type="checkbox"/> No balance due / <input type="checkbox"/> Outstanding \$ _____ |
| _____ | _____ | Registrar | Archive Student Record |