9 Hanover Place, 4th Floor, Brooklyn, NY 11201
Phone: 718-488-3409 • Fax: 718-780-4325

# APPLICATION FOR LEAVE OF ABSENCE

## PART 1: STUDENT INFORMATION

STUDENT ID# _____ DATE _____

LAST NAME _____ FIRST NAME _____

ADDRESS: NUMBER & STREET NAME _____ APT # _____ CITY _____ STATE _____ ZIP _____

PHONE # _____ E-MAIL ADDRESS _____

SEMESTER LAST ATTENDED _____ CENTER _____ GLOBAL COLLEGE ADVISOR _____

## PART 2: REQUEST FOR LEAVE OF ABSENCE

**CHECK:**

☐ Leave of Absence from LIU Global

- Have you been granted any prior leaves of absence? ☐YES ☐NO
- Semester expected to return to the university ☐FALL _____ ☐SPRING _____

**CHECK:**

**Specify the reason for your request for a leave of absence:**

☐ ACADEMIC ☐ PERSONAL ☐ MEDICAL ☐ FINANCIAL ☐ TRANSFER ☐ JOB ☐ OTHER _____

## PART 3: DISCLOSURE OF CONSEQUENCES

- Federal student loans become repayable six months after a student's last semester. Be advised that if a student took a leave of absence in the past, loan repayment is immediate as there is only one grace period (six month repayment).
- Students will be required to apply for re-admission and satisfy the academic regulations of the most recent LIU Global catalog under the following conditions: failure to return to Global College after one year approved LOA; extending a LOA without approval of LIU Global.
- Any Incomplete marks (INC) turn into Failures (F) after one semester.
- Courses taken at other colleges or universities during a leave of absence are not guaranteed to transfer back towards your degree unless pre-approved by the Dean's Office.

## PART 4: DISCLOSURE OF LEAVE OF ABSENCE

Completed application bearing an advisor's and student's signature along with a statement of purpose must be submitted by scanning/emailing to carlett.thomas@liu.edu or faxing to LIU Global at 718-780-4325.

## PART 5: SIGNATURES / DATE

STUDENT _____ DATE _____ GLOBAL DIRECTOR OF STUDENT SUCCESS _____ DATE _____

ADVISOR _____ DATE _____