



**TEMPORARY LEAVE OF ABSENCE FORM**

Students must complete this form to withdraw from courses in the current semester with the intention of re-enrolling in AUAF within **one semester**. If you are also withdrawing from classes, you need to complete a form called "AUAF Withdrawal from All Courses." By temporarily withdrawing from the university, you will not need to be re-admitted if you re-enroll in AUAF by the following semester. After that time (one semester) you would need to go through the Admission process again – Admission is not guaranteed if the student leaves for more than one semester. Any time taken away from a program counts toward the period of study. Students must complete all requirements of their degrees within the period study. Upon returning student must follow all current policies, academic regulations and coursework. Students are only allowed on leave of absence during their academic career.

**US Embassy, Financial Aid, and Promote Scholars are only eligible to take a one-time leave for ONE semester only. This will also impact scholarship funding.**

**PLEASE PRINT CLEARLY**

Student's name \_\_\_\_\_ ID \_\_\_\_\_

Why you want to temporarily withdraw from AUAF?

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

Office/individual	Comments	Signature	Date
Academic Advisor			
Librarian			
Student Finance			
Security			

<p><b>FOR REGISTRAR'S USE ONLY:</b></p> <p><b>Request received by (initials)</b> _____ <b>Date</b> _____</p> <p><b>Request processed by (initials)</b> _____ <b>Date</b> _____</p>
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