

_____ A leave of absence is for one term only. Requests for an additional term must be requested in writing to the Office of the Registrar prior to the end of the first semester on leave. Extensions for one additional term will be granted only upon presentation of exceptional circumstances (i.e. LOA form, letter of explanation and official supporting documents)

_____ Students on leave are considered as students eligible to enroll the next semester. As such, students are not required to reapply to the university for the subsequent term. Failure to enroll for the next eligible term causes the student to be withdrawn from the university at the date the leave was granted. This action may result in penalties in aid, insurance, loans and other areas predicated on a student's enrollment.

_____ Belmont University Merit Scholarships are not retained during the term of the leave; however, upon return to the university, the scholarship is reinstated for future terms. For example, a second semester sophomore on leave would have used three semesters of scholarship. Four semesters would remain for future use. The scholarship for the semester of leave would not carry forward. All other forms of aid (i.e. institutional, state or federal) cannot be carried forward and must be reapplied for each year.

_____ A leave of absence is granted at the discretion of the University Registrar in consultation with other administrative offices.

_____ Federal aid recipients must notify Student Financial Services upon return to Belmont University of their intent to use federal aid. Students must be enrolled at least half time for eligibility.

_____ Students planning to reside in campus housing must notify Residence Life prior to returning to Belmont University. Students must be enrolled as full time status for housing eligibility.

_____ The student is responsible for any remaining charges or additional charges not yet applied to the account, in accordance with Belmont's published payment policy/statement of liability.

_____ The leave of absence request becomes effective upon return to Belmont Central with all required signatures. It is the responsibility of the student to submit all documents.

Student signature: _____ Date: _____

Please have signed by administrative offices (if applicable):

Student Financial Services: _____ Date: _____

Residence Life: _____ Date: _____

Completed by Belmont Central: (Office use only)

First term enrolled at Belmont University: _____

Current academic standing: _____

Current disciplinary standing: _____

Current financial standing: _____

Belmont Central (sign): _____ Date: _____

Office of the Registrar (sign): _____ Date: _____