Students, who meet the following criteria, may request permission for a leave of absence.

- Involuntary need to be absent from the university for a period of time
- Academic Good Standing
- Completed at least one full term of enrollment at Belmont University
- Fully expects to return to complete requirements for the degree

The leave of absence request form has to be completed by the student. **This form is submitted in addition to a letter of explanation and official letter confirming status, (for example, a physician's recommendation letter in support of a medical LOA).** All documents must be submitted to the Office of the Registrar no later than two weeks prior to the first day of class for the term in which the leave is requested. Students planning to study elsewhere while on leave must have prior approval if credits are to be transferable.

Semester of leave (circle one): Fall Spring Year _________

Name: ___________________________ Belmont ID: __________

Phone Number: ___________________ Email address: ___________________@pop.belmont.edu

Type of Leave request: ______ Medical leave
______ Leave due to an extenuating condition

Do you live in campus housing? ___ Yes ___ No

*If yes, please have a representative from Residence Life sign on page 2.*

Do you receive institutional, state or federal financial aid? ___ Yes ___ No

*If yes, please have a representative from Student Financial Services sign on page 2.*

Please read and initial next to the ten statements below indicating you have read the following information. In requesting this leave of absence status I understand:

____ A leave of absence is granted only on the basis of an involuntary circumstance or demonstrated hardship.

____ While on leave, all correspondence regarding the leave of absence status is emailed to the student’s Belmont email address. It is essential to check that email for correspondence regarding the leave of absence.

____ A leave of absence is for one term only. Requests for an additional term must be made 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 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.
Belmont University
Leave of Absence Request

_____ 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 students 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 the Office of the Registrar 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: __________

Office use only

First term enrolled at Belmont University: _____________________________________
Current academic standing: _____________________________________
Current financial standing: _____________________________________
Current disciplinary standing: _____________________________________
Committee Decision: _____________________________________

Office of the Registrar signature: _____________________________  Date: __________