



**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: \_\_\_\_\_