

**INDIANA WESLEYAN UNIVERSITY  
LEAVE OF ABSENCE APPLICATION**

Student's Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

A leave of absence is defined as being out of attendance for 29 days or more. The first day of the leave is the **first day** of the class from which you are withdrawing – unless the class has already started. If the class has already started the first day of the leave is the **day you initiated the withdrawal**.

First Day of Leave \_\_\_\_\_ Expected Date of Return \_\_\_\_\_

Reason for Leave: (check one)

*Reasons generally approved:*

\_\_\_\_\_ Medical  
\_\_\_\_\_ Family emergency including  
health issues, divorce, death  
\_\_\_\_\_ Job emergency including job transfer,  
additional job responsibilities, loss of  
job  
\_\_\_\_\_ Military  
\_\_\_\_\_ Jury Duty  
\_\_\_\_\_ Other (must be specific)

*Reasons generally not approved:*

\_\_\_\_\_ Poor academic progress  
\_\_\_\_\_ Financial  
\_\_\_\_\_ Personal (with no explanation)

Documentation **MUST BE** submitted for requests being made after the class has started. Failure to provide appropriate documentation may result in the denial of this request. Documentation must be from a third party that can support the circumstance indicated above. Documentation may include physicians' statements, letters from employers, pastors, or counselors, court papers, etc. Documentation must be adequate enough that the University can make an informed decision.

I understand that if I fail to return on my scheduled date my current student loans will be cancelled and/or my prior student loans will enter the grace or repayment period as of my last date of class attendance.

I understand my total days of leave cannot exceed 180 days within a 12-month period.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

The completed form and any supporting documentation may be submitted by fax to 765-677-2380; or sent in the mail to Leave of Absence Specialist, Office of Student Services, Indiana Wesleyan University, 1900 W 50<sup>th</sup> St, Marion, IN 46953