Leave of Absence / Withdrawal Tracking Form

**CAMPUS:**  
- Santa Cruz  
- San Jose

**PROGRAM:**  
- MTCM  
- DTCM  
- DAOM

**TERM:**  
- Spring  
- Summer  
- Fall

**LANGUAGE:**  
- Chinese  
- English  
- Korean

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**Date**

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**Student's LAST Name, FIRST Name**

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**Student ID#**

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☐ **Leave of Absence**  
As of the following date, I will be taking a leave of absence: ___________________.

Anticipated date of return: ____________________  
**TERM / YEAR**

☐ **Withdrawal**  
As of the following date, I will be withdrawing from Five Branches University: ___________________.

☐ **Administrative Withdrawal**  
As of the following date, student enrollment has been canceled: ___________________.

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Reason for Requesting an LOA:

- ☐ Significant Medical Issue
- ☐ Family Member Significant Medical Issue or Death
- ☐ Job Crisis
- ☐ Other: ___________________________________________________________________

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*I understand that a leave exceeding 180 days will result in an administrative withdrawal. In order to return from an LOA, students are required to complete registration paperwork according to published deadlines. All re-admission is subject to approval. Failure to return from an LOA could affect your federal loan terms such as repayment and exhaustion of grace period.*

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Signature: ____________________________  
Date: ____________________________

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Forwarding Address: ____________________________

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Primary Phone #: ____________________________

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Email Address: ____________________________

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FOR ADMINISTRATION USE ONLY:

Must be routed in order. Initial and date.

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☐ Last Date of Attendance: ____________________________

☐ Exit Interview

☐ Appointment Book / ☐ No balance due / ☐ Outstanding $____________

☐ No balance due / ☐ Outstanding $____________

☐ No balance due / ☐ Outstanding $____________

☐ Exit Interview / FA Director Only

☐ No balance due / ☐ Outstanding $____________

Reg:  
Registrar  
Library  
Accounting  
Clinic  
Financial Aid

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Registrar  
Exit Interview  
Appointment Book  
No balance due  
Outstanding $____________  
Exit Interview  
FA Director Only  
No balance due  
Outstanding $____________  
Archive Student Record