CALIFORNIA NORTHSTATE UNIVERSITY

Leave of Absence Form

Office of the Registrar
9700 West Taron Drive | Elk Grove, CA 95757
916-686-7400
CNRegistrar@cnsu.edu

INSTRUCTIONS Save this PDF to your computer, open using <u>Adobe Reader</u>, complete, print, sign and submit to the Office of the Registrar.

All students requesting a Leave of Absence (LOA) from California Northstate University must complete this form after discussing their decision with the appropriate college administrator(s) (refer to your College's Leave of Absence Policy). If you are approved for a leave of absence, you are eligible to return without reapplication if within the approved time frame. Non-attendance does not constitute notification of intent to apply for leave of absence status. The date of leave status is the date the Registrar receives this signed form. **Complete all information requested; incomplete forms will not be accepted.**

STUDENT INFORMATION

Name: _____
            Last   First   Middle

Student ID #: _____ Class of: _____ Date of Birth: _____ Phone #: _____

College: _____Personal Email: _____

Address: _____
            Street (Include apartment #, P.O. Box, etc., if applicable.)

_____
            City, State ZIP

Last Day of Attendance *(i.e. the last day you went to class)*: _____ (mm/dd/yyyy)

Leave of Absence Start Date: _____ (mm/dd/yyyy)   Leave of Absence Return Date: _____ (mm/dd/yyyy)

Reason(s) for Leaving (check all that apply):

☐ Academic   ☐ Death in Family   ☐ Employment   ☐ Illness: ☐ Self or ☐ Family   ☐ Other Medical

☐ Marriage   ☐ Maternity Leave   ☐ Military   ☐ Personal   ☐ Suspended

Comments:

Signature:_____ Date: _____
        Student

Signature:_____ Date: _____
        College Administrator *(see College's LOA Policy)*

Signature:_____ Date: _____
        Director or Financial Aid

Signature:_____ Date: _____
        Controller (Business Office)

Signature:_____ Date: _____
        Registrar

OFFICE OF THE REGISTRAR USE ONLY
Date Received:_____   Date Processed:_____   Processed By:_____ Updated