



### CURRICULUM LEAVE OF ABSENCE REQUEST FORM

**Instructions:** To ensure that all obligations (Student to College and College to Student) have been fulfilled:

- Meet with Advisor to complete the "Student" section
- Meet with the Financial Aid Director for financial clearance
- Meet with the College office secretary
- Submit \$100 non-refundable Curriculum Leave Fee
- Submit the form to the Registrar.

**Note:** The required non-refundable fee, does not guarantee placement, but simply keeps the student's academic record active. The fee will be applied the next semesters tuition and fees

<b>To be completed by the STUDENT:</b>		
Name:	Date:	
Address:	Date Enrolled:	Program:
	Date of Last Class Attended:	
Phone #:	Academic Advisor:	
SS #:		
Reason for CLOA:		
Intended Return Date:		
By signing below, I certify that all of the above information is true and correct.		
Student signature:	Date:	
Advisor (or Program Chair) signature:	Date:	
<b>To be completed by the FINANCIAL AID OFFICE:</b>		
Financial Aid Exit Interview:	Student Account cleared:	
Financial Aid Requirements:		
Financial Aid Director signature:	Date:	
<b>To be completed by the COLLEGE OFFICE:</b>		
	Date/Initials	
ID Badge returned or \$10 fee paid (Badge # _____)		
ID Badge access cancelled (Security ext 6595)		
Parking Tickets Cleared (Sonis Memo Field)		
Library Clearance (ext 31726)		
Student Account Specialist (ext 32216)	Curriculum Leave Fee Applied: Y N Forfeited: Y N	
College Registrar signature:	Date of Leave:	
Sonis Input by:	Date:	Transcript Release Approval <b>Y N</b> Date:

