



# American City University

633 W. 5<sup>th</sup> Street, Suite 2868, Los Angeles, CA 90071  
877.ACU.3757 | studentsupport@acuni.us | www.acuni.us

## LEAVE OF ABSENCE APPLICATION

### STUDENT INFORMATION

(Please Print Clearly)

Name \_\_\_\_\_

Student Number \_\_\_\_\_

E-mail \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_

### COURSE INFORMATION

Course Number (Rev #) \_\_\_\_\_ Course Name \_\_\_\_\_

### LOA INFORMATION

An LOA effectively places a student's program on "hold" for a period of up to six months. During this period of time, all financial and all academic obligations are suspended until such a time as the LOA period expires or the student alerts the University that he/she is ready to resume his/her studies. Upon returning from a Leave of Absence, students have what time remains in enrollment period allotted for course completion from the time the LOA began. A Leave of Absence will only be awarded on the basis of extenuating circumstances, i.e., illness, prolonged hospital stay, death of family member, etc. If granted, a fee of \$65 for this status will be charged.

Length of LOA requested (max. 6 months): \_\_\_\_\_

Reason for LOA Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### INTERNAL USE ONLY

Approved LOA Effective Date: \_\_\_\_\_ LOA End Date: \_\_\_\_\_

Arrangement for courses being affected: Course No (Rev): \_\_\_\_\_

Original Start & End Dates: \_\_\_\_\_ Extension Applied: \_\_\_\_\_

New Course End Date \_\_\_\_\_: \_\_\_\_\_

Not Approved Reason for Non-Approval: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_