



LEAVE OF ABSENCE REQUEST

- SRPH** All requests must be submitted through your Department Head to the Office of the Associate Dean for Academic Affairs.
- GS** All requests must be submitted through your Department Head to the Office of the Associate Dean.
- BCD** All requests must be submitted to the Office of the Registrar.
- COM and CON** All requests must be submitted to the Office of the Assistant /Associate Dean for Student Affairs.
- COP** All requests must be submitted to the Office of the Associate Dean for Academic Affairs.

Student Name	UIN	Department
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Mailing Address	City, State	Zip Code
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Date of Leave: _____ **Date of Expected Return:** _____

Semester: Spring Fall Summer Year: _____

Reason for Request:

Student Signature	Date	Student's Academic Advisor	Date
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Department Head of Student	Date	Dean or Designee	Date
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You must contact and clear your record with:

- Student Accounts and Billing Services – 8447 State Highway 47, Bryan, TX 77807**
If you owe fees that you wish to have refunded.
- Parking, Transportation, and Traffic Services - 1st Floor of the Koldus Building**
If you wish to request a refund for a parking permit or bus pass. You must surrender the hand tag or bus pass to receive credit.
- Student Financial Aid – 8447 State Highway 47, Bryan, TX 77807**
Clear with this office if you have received financial assistance in the form of a scholarship, loan or other federal, state or HSC aid. Failure to contact Student Financial Aid could affect your entitlement to future assistance.
- MSL/LRC**
To return any study materials.

Once the request has been signed by the appropriate officials, the form should be routed via mail or hand-delivered to the Office of the Registrar. Failure to clear with the appropriate offices may result in reduction or loss of refund entitlements and may result in processing delays should you decide to re-enroll in the HSC at a future date, or require access to your academic record.

For Office Use Only:

Approvals:	Student Accounts	Financial Aid	Registrar	MSL/LRC	(Please initial above the appropriate heading.)
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With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.