NON-DEGREE SEEKING UNDERGRADUATE STUDENT LEAVE OF ABSENCE

Qualifying Domestic and International Non-Degree Seeking Undergraduate Students may use this form to request an official leave of absence if they need to be away for no more than two consecutive regular (Fall/Spring) semesters. *Students who plan to be away for more than two regular (Fall/Spring) semesters due to active Military service should use the **MLOA forms** and process.*

Information to consider prior to submitting this form:

1. If you meet the qualifications for **Back2UA**, **you do not need to use this form** to leave the University for up to two consecutive regular (Fall/Spring) semesters. Please visit the **Back2UA Admissions website** for more information and to determine if you are eligible for the Back2UA program.

2. If you are an international student, you will need to contact International Student Services at (**intl-isps@arizona.edu**; 520-621-4627) for approval and signature on this form.

3. If you are participating in Study Abroad programs, it is unlikely you will need to use this form. For more information about Study Abroad programs, please visit the **Study Abroad website** or make an **appointment online** with a Study Abroad coordinator to discuss your options.

4. Your enrollment status will be reported to lenders and loan servicing entities as **"not attending"**. You can contact your lender for information about your rights and responsibilities regarding repayment. Contact the Office of Scholarships & Financial Aid with any questions about how LOA impacts your University of Arizona financial aid at 520-621-1858 or **https://financialaid.arizona.edu/contact**.

5. Students leaving the University for any length of time should consider and understand the impact withdrawing or dropping all classes may have on their access to University resources and services. Learn more on the **Office of the Registrar Website**.

You must meet the following criteria to qualify for an official leave of absence:

- You are a Non-Degree Seeking Undergraduate Student.
- You were registered for the previous semester or had an approved withdrawal.
- Your current cumulative GPA is 2.000 or higher, and you are in Academic Eligible, Academic Review, or Academic Warning Status at the time of your request. You can review the **Academic Eligibility Policy here**.
- Your **Bursar account** is paid in full.
- You have no pending **disciplinary action**.

If you have questions, please call 520-621-3113 or email **reghelp@arizona.edu**.

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THE UNIVERSITY OF ARIZONA

NON-DEGREE SEEKING UNDERGRADUATE STUDENT LEAVE OF ABSENCE

The **deadline** to send this completed form to **reghelp@arizona.edu** is the last business day before the first day of class for the Fall or Spring term. After processing your application, the Office of the Registrar will email your official University email with the confirmation that your Leave of Absence was approved or denied.

Student's Personal Information

Students Name: _____ Date: _____

University Official email address: _____

Address during leave: _____

Phone number during leave: _____ Student Identification number: _____

College/Major: _____

Leave Information

Last term/year enrolled: _____ Returning term/year: _____

Expected Graduation date: _____

First term/year of absence: _____ Second term/ year of absence: _____

Reason for Leave: _____

I must notify The Office of the Registrar (reghelp@arizona.edu) if I plan to return earlier than the period requested. I hereby authorize The Office of the Registrar to drop my current and course(s) during the period included in my Leave of Absence.

Student Signature: _____ Date: _____

International students

International students must contact International Student Services at (intl-isps@arizona.edu; 520-621-4627) for approval prior to submitting this form to The Office of the Registrar.

Authorized International Student Services Signature: _____

Date: _____

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