

# LIFEUNIVERSITY

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LIFEUNIVERSITYUS.ORG

# STUDENT ABSENCE REQUEST

*Students are eligible to request a leave of absence once they have completed three quarters of study. Students with excessive absences or vacation time will be denied. Students are advised to wait until their request has been approved before making plans or travel arrangements. Specific dates of absence must be noted in the explanation section below.*

## STUDENT INFORMATION

Name (Last, First): \_\_\_\_\_ Program: \_\_\_\_\_

Student ID: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Email Address: \_\_\_\_\_

## LEAVE OF ABSENCE INFORMATION

Quarterly Vacation

Medical Leave

Special/Family Emergency

Other: \_\_\_\_\_

Explanation: \_\_\_\_\_  
\_\_\_\_\_

Term:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPROVAL SIGNATURE

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Denied: \_\_\_\_\_  
\_\_\_\_\_

### NOTIFIED

Call

Visit

Other: \_\_\_\_\_