

# REQUEST FOR LEAVE OF ABSENCE

(A \$50 Leave of Absence fee must accompany this request.)

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Touro Law Center ID#: \_\_\_\_\_ Division: Year: 1 2 3 4 F/T – P/T LL.M.

Address: \_\_\_\_\_  
(Number) (Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I am requesting a leave of absence from the Law Center effective (circle one) Fall Spring Summer 20 \_\_\_\_

Reason For Request: \_\_\_\_\_

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


A leave of absence request may involve your refund, financial aid, scholarship, and registration status. Before your request can be acted upon, you must review your request with, and obtain the written approval of, the Bursar, the Financial Aid Office, the Assistant Dean for Administration Linda Baurle (Room 402) and the Registrar.

<u>Office</u>	<u>Date</u>	<u>Signature</u>
Bursar (Rm. 303)	_____	_____
	Comment _____	
Financial Aid (Rm. 303)	_____	_____
	Comment _____	
Registrar (Rm. 305)	_____	_____
	Comment _____	
Ass't. Dean for Budget & Planning (Rm. 402)	_____	_____
	Comment _____	

When you have reviewed your request with the offices listed above, you must meet with the Assistant Dean for Academic Advisement or Student Services (Room 302, x 7050)

ACTION BY ASSISTANT DEAN FOR ACADEMIC ADVISEMENT OR STUDENT SERVICES:  
APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

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

 A leave of absence is not effective until the original of this form, properly completed, is delivered to the Registrar's Office and entered on the Law Center computer.

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ACTION BY REGISTRAR'S OFFICE: Request Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Student Notified By: \_\_\_\_\_ Date: \_\_\_\_\_

7/8/2008