

**REQUEST FOR LEAVE OF ABSENCE
OR OFFICIAL WITHDRAWAL
FROM THE DEGREE COMPLETION PROGRAM**



IMPORTANT:

Please read the following statements, complete this form, and signify your understanding by signing below. This form may be submitted by fax to 916/577-2330 or mail. The University is not responsible for forms lost in the mail. Request will be processed as of the date the completed form is received at the University.

- Completing this form does not automatically drop me from a course: I understand that in addition to this form I must file a drop form for any courses in which I am currently enrolled and do not plan to attend or complete. Refunds will be processed according to policy. **If I do not file a drop form I will be dropped from courses due to non-attendance and a 40% refund will apply to each course affected.**
- I understand that withdrawing from school before a semester has been completed may result in a proportionate adjustment to my student account, and possible adjustments to my financial aid. Further, I realize that I am responsible for the unpaid balance of my account at the time of withdrawal and that I will pay in full, or make arrangements to pay, upon receipt of statement.
- I understand that no grades or transcript services will be permitted until all obligations have been settled.

I, _____, request
Student Name

Choose One:

Leave of Absence from _____ to extend up to one year.
Date
 It is my responsibility to contact the DCP Office to make arrangements for re-entry to the Program.

Official Withdrawal from the University as of _____
Date

Please check your reason(s) for withdrawing from William Jessup University:

- Transferring to another school
- Medical necessity
- Family emergency
- Military service
- Other _____

Student signature	Address
Student printed name	City, State, Zip
Date	Phone number

FOR OFFICE USE ONLY:

Please give him/her clearance, signified by your signature or notify the Registrar of outstanding issues.

Date Rec'd: _____	Academic Advisor _____	Registrar _____
Library _____	Financial Aid Office _____	Student Life Office (ID card) _____
Student Finance Office _____	IT Office (email account) _____	

\$25.00 Leave of Absence processing fee. Effective July 1, 2006. Subject to change without notice.