

Hendrix College

Leave of Absence, Medical Leave of Absence, or Withdrawal

Section 1- General information

Name: _____ Hendrix ID #: _____

Section 2- Student Departure Interview

To begin the process for a Leave of Absence or Withdrawal, students should schedule a meeting with staff from one of the following offices:

Office of Academic Success (SLTC 208)- 501-450-1482

Office of the Dean of Students (SLTC 209)- 501-450-1222

Student Outreach Services (SLTC 220)- 501-450-1330

This section will be completed during your meeting with one of the above staff members:

Status and Reason Requested:

Leave of Absence [Academic Family Financial Other (explain)_____]

Withdrawal [Academic Family Financial Other (explain)_____]

Medical LOA [Physician statement is required for return to Hendrix.]

Last day to attend class: _____ **Expected Date of Return:** _____

If transferring, what school will you attend? _____

What attracted you to this other institution? _____

Section 3: Signatures

Interviewer Signature: _____ Date: _____

Student Signature: _____ Date: _____

Section 4: Recommended Offices to Visit for Exit Process

_____ **Academic Success** – to discuss your academic standing when you return to Hendrix

_____ **Business Office**- to check on tuition reimbursement insurance, and/or arrange for payments if necessary

_____ **Financial Aid**- to review any federal financial aid obligations and future access to scholarships

_____ **Residence Life**- to return key and check out of housing OR arrange for housing upon return

_____ **Library**- to return resources to circulation desk

RETURN FORM TO REGISTRAR'S OFFICE IN FAUSETT HALL