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