

# 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? \_\_\_\_\_

Are you joining the military? Yes No

### 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**