



Office of the Registrar

One University Hill Drive • Buena Vista, VA • 24416 • Phone: (540) 261-4343 • Fax: (540) 261.4245

Leave of Absence

A student who leaves SVU, by his or her own choice, for any reason, can return as a student any time within three years of last attendance. To be readmitted, the student must notify the admissions office of his or her intent and provide updates to parts c and d of the application for admission and transcripts from any school which the student attended in the interim. A readmitted student can choose his or her graduation requirements from the previous catalog or the current catalog. If a curriculum program has been discontinued during the student's absence, SVU is under no obligation to complete that program for the student.

ID #: _____

I, _____, hereby request a Leave of Absence from Southern Virginia University as of _____ Date

University as of _____ Date

Please check all boxes that apply:

- Academic, Medical, LDS Mission, Financial, Personal, Other (please specify)

For our records, please explain your reason for requesting a Leave of Absence: _____

When do you plan to return to Southern Virginia University? _____

Please meet with the following individuals and obtain their signature.

- Business Office Director, Director of Financial Aid, Dean of Students, Housing Director, Library Director, International Student PDSO

I understand that I am bound by the terms of the tuition and fees policies as stated in the SVU catalog. My transcript will be withheld until all of my University financial obligations are met.

Table with 4 columns: Student's Signature, Registrar's Signature, Class, Last date you attended. Contains 3 rows for signature and class tracking.

Forwarding Information:

Name: _____ Street: _____ City: _____ State: _____ Zip: _____ Phone: _____

OFFICE USE ONLY box containing checkboxes for Exit date and Reason Entered, Hold Entered, Classes Checked, Alert Sent, and fields for Initials and Date.