



Regent College
Leave of Absence Approval Form

Students may request a Leave of Absence from their program in cases of parental or medical leave, a family emergency, compassionate leave, or other personal circumstances having to do with finances or family obligations. One Leave of Absence may be granted per program for up to 150 days. The time spent on a granted Leave of Absence does not count towards the student's program time to completion. Students may return to classes during their approved leave time, thus ending their leave earlier than planned.

If a Leave of Absence form is not completed and approved, interruptions in a student's program will count towards their time to completion.

Submit this completed form to the Registrar at registrar@regent-college.edu

Name of student: _____

Student number: _____ **Program:** _____

Year and month of admission into program: _____

I have financial aid: Yes _____ No _____

This is a request for a leave of absence from _____ **to** _____

Reasons for the request: