



FURMAN

PRINT NAME											
FURMAN STUDENT ID	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>										

LEAVE OF ABSENCE REQUEST

If you are requesting a leave to participate in a travel study program through another institution or extra-institutional entity, you must contact the Associate Academic Dean's Office before proceeding any further with this request.

Please complete and return it to the Office of the Associate Academic Dean via email to academic.deans@furman.edu or fax to 864-294-3584 or deliver it to the Administration Building Room 206.

Term you plan to be on leave: Fall Spring Academic Year: _____

Do you plan to live on campus when you return? Yes No

UPDATED CONTACT INFORMATION

Please provide the best e-mail address and phone number where you may be reached, if it is different than the information on file for you.

_____	_____
E-MAIL ADDRESS	PHONE NUMBER

REASON

- If you are requesting a leave due to a medical condition, a doctor's statement must be on file in Student Health Services or the Counseling Center.
- If you wish to pursue transfer credit during an approved Leave of Absence, please contact the Registrar's Office before you apply or register for courses elsewhere.
- **Federal Perkins Loan borrowers:** The grace period prior to repayment of your Perkins Loan is nine-months after ceasing to be enrolled at least half-time. I understand that, if I do not return from an approved leave of absence within 180 calendar days of the date this leave begins, approximately six months of my grace period will have expired. Since the Federal Perkins Loan is administered through Furman University, please contact the Perkins Loan Officer in the Student Business Center with questions.
- **Federal Direct Student Loan borrowers:** The grace period before entering repayment of your Federal Direct Student Loan is six months after ceasing to be enrolled at least half-time. I understand that, if I do not return from an approved leave of absence within 180 calendar days of the date this leave begins, my Federal Direct Student Loan grace period will have expired, and I will enter repayment. If this occurs, I will contact the U.S. Department of Education (www.studentloans.gov) to get the details of repayment.

STUDENT SIGNATURE

DATE

FINANCIAL AID OFFICER

DATE