

Registrar's Office Phone: 808-544-0239 Fax: 808-544-1168 Email: registrar@hpu.edu

Leave of Absence Form

A leave of absence is recommended for any Fall or Spring term for which a student does not wish to enroll in classes, but intends to return within two semesters. Students wishing to request a leave of absence should consult with an academic advisor. A student on a leave of absence registers as a continuing student for the semester of return.

PLEASE PRINT:

Name: Family/Last	First	Middle Initial
HPU ID: @	Email:	@my.hpu.edu
Semester & Year of Leave:	Semester & Year of Antici	ipated Return:
Please select <u>one</u> of the following re	easons for your leave of absence:	
Family 🗆 Financial 🗆 Medical	\Box Military \Box Personal \Box Work \Box Other:	
La tarres offers al Star Jam to ONL V	-	
International Students ONLY:	•	
International Students ONLY: Are you an international student?		

International students on a leave of absence must depart the U.S. immediately based on the last day of HPU course attendance.

PLEASE READ THE FOLLOWING AND SIGN BELOW:

- A leave of absence is intended to provide a short-term leave, up to a maximum of two consecutive semesters (1 year) for students who plan to return to Hawai'i Pacific University. If you do not re-enroll within 2 semesters (1 year), you will be considered to have withdrawn without notice and must apply for re-admission through the Office of Admissions.
- If you enroll <u>as a degree-seeking student</u> at any other college/university during your leave of absence, your leave will be cancelled and you must re-apply as a transfer student and have official copies of your transcripts sent to the Office of Admissions in accordance with regular application deadlines.
- In addition to any other conditions or responsibilities as set forth in the application for leave or notice of approval, you will be expected to meet all regular university deadlines with respect to registration, housing reservations, financial aid application, and similar matters. Please be advised that scholarship awards or financial aid will not necessarily carry over, nor will places with university housing necessarily be held. You are responsible for all arrangements with offices serving you in these matters.

Student's Signature

Date

OFFICE USE ONLY:					
SFAREGS	SGASTDN	SPACMNT	Initials	Date	