

MEDICAL UNIVERSITY OF LUBLIN – ENGLISH DIVISION



APPLICATION FOR ACADEMIC LEAVE OF ABSENCE

FULL NAME:

INDEX NUMBER:

ADDRESS:

E-MAIL ADDRESS:

I am applying for an Academic Leave of Absence for the period from:

____/____/____ [MM/DD/YYYY] to ____/____/____ [MM/DD/YYYY]

The reason for requesting a leave:

I have completed _____ weeks of clinical rotations.
(number of weeks)

STUDENTS WHO PARTICIPATE IN THE FEDERAL DIRECT STUDENT AID LOAN PROGRAM UNDER TITLE IV OF THE U.S. HIGHER EDUCATION ACT OF 1965, AS AMENDED MUST BE AWARE THAT PURSUANT TO THE REGULATIONS OF THE US DEPARTMENT OF EDUCATION THEIR 6-MONTH GRACE PERIOD IS COUNTED FROM THE DAY FOLLOWING THE LAST DAY OF CLASSES AS SCHEDULED IN THE ACADEMIC CALENDAR (E.G., FOR CLASSES LASTING UNTIL 30TH OF APRIL IT WOULD BE 1ST OF MAY).

- Students who do not return from an Academic Leave of Absence at the specified time will be administratively withdrawn, effective at the termination of the LOA period.
- Withdrawn students will have to pay the registration fee of \$500 to be reenrolled.

Requests for an Academic Leaves of Absence must be submitted to the Dean's Office by completing this form. The request will be forwarded to the appropriate Dean for approval. Academic Leaves of Absence are not valid until they are fully processed and recorded by the University Registrar and a confirmation has been received by the student. Submission of forms to the University Registrar and confirmations may be conducted by fax.

All students returning from an authorized absence must report to the **Registrar** and must pursue the curriculum then in effect, be subject to all policies that are in force at that time, and must pay the current tuition and fees. Similarly, students who defer their enrollment or are readmitted to the School after any period of absence are also subject to all policies and tuition and fees then in effect.

I have read and understand the University regulations regarding Academic Leaves of Absence as specified here and in the University Rules and Regulations.

I understand that all students must report to the Registrar's Office upon returning to school.

.....
STUDENT'S SIGNATURE

.....
DATE

FOR OFFICE USE ONLY

HEAD DEAN

Date:

VICE DEAN FOR ENGLISH DIVISION

Date: