BELCROFT UNIVERSITY
Waters Edge Office Center, 2963 Gulf To Bay Blvd, Suite# 120, Clearwater, FL - 33759
admissions@belcroftuniversity.com
+1 (813) 772-3772

Leave of Absence Request Form

Students may request a Leave of Absence for personal, medical, military, financial, or other approved reasons. Approval is subject to university policies.

Student Information

Student Name (First - Middle - Last)	
UIN	
Visa Status	☐ F1
Email Address	
Academic Level	☐ Doctorate ☐ Dental ☐ Master's
Anticipated Departure Date	/ /
Anticipated Return Date	/ /

Leave Request Information

Requested Leave Start Term	
Requested Return Term	
Expected Return Date	/ /
Reason for Leave of Absence	☐ Medical ☐ Personal ☐ Family Emergency ☐ Military Service ☐ Financial Hardship ☐ Employment Opportunity ☐ Other
What will your address be while you are out of the U.S?	

Student Certification

I understand that a leave of absence may affect my academic progress, financial aid eligibility, housing, health insurance, and, if applicable, immigration status.

Student Signature _____ **Date** ____ / ____ / _____

Academic Department Review

Department Recommendation ☐ Approved ☐ Denied

Comments

_____

Department Representative Signature _____ **Date** ____ / ____ / _____

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International Student Review (DSO/PDSO) (Required for F-1 and J-1 Students)

Student advised regarding immigration consequences: ☐ Yes ☐ No

SEVIS Action Required: ☐ Authorized Early Withdrawal ☐ Terminate SEVIS Record ☐ Not Applicable

Comments

_____

_____

DSO/PDSO Signature _____ **Date** ____ / ____ / _____

Final University Decision

☐ Leave Approved ☐ Leave Denied

University Official Signature _____ **Date** ____ / ____ / _____

Notes:

- Students must submit the Leave of Absence Request Form before the beginning of the requested leave period. Late requests may require additional approval.
- International students in F-1 status should consult with the DSO/PDSO before requesting a leave, as it may affect their SEVIS record and immigration status.
- Students returning from an approved leave of absence must follow university procedures and meet all deadlines for re-enrollment before resuming their studies.