

LEAVE OF ABSENCE FORM (LOA)

Student Name		Current Academic Year	
Student ID		Current Semester	
Major		College	
E-mail Address		Personal Mobile No.	

• Please fill out the following field appropriately.

I wish to postpone my study at Prince Mohammad Bin Fahd University .

Leave of Absence (LOA)	Semester	Starting from	End	Academic Year	Reasons
1st Leave of Absence					
2nd Leave of Absence					
3rd Leave of Absence					

1st LOA Student's Signature	Date
2nd LOA Student's Signature	Date
3rd LOA Student's Signature	Date
1st LOA Accountant's Signature	Date
2nd LOA Accountant's Signature	Date
3rd LOA Accountant's Signature	Date
1st LOA FA Officer's Signature	Date
2nd LOA FA Officer's Signature	Date
3rd LOA FA Officer's Signature	Date

OFFICIAL USE ONLY

1st LOA Department Chair/Associate Chair Decision	Date	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
Signature:			
2nd LOA Department Chair/Associate Chair Decision	Date	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
Signature:			
3rd LOA Department Chair/Associate Chair Decision	Date	<input type="checkbox"/> Accept	<input type="checkbox"/> Reject
Signature:			

Dean/Director of Enrollment & Registration	Date	Processed by (registration officer)	Date
1.		1.	
2.		2.	
3.		3.	
Effective Term 1	Effective Term 2	Effective Term 3	

- To be used only by students who finished at least one academic semester(Fall or Spring only) at PMU
- The student has to submit this form to the Registrar's office at least ten days before the next regular semester classes begin.
- Before you start proceeding this form, you are strongly advised to consult with your academic advisor and the student's counselor.

Notes to Students:

- Students are responsible for reviewing, understanding and abiding by the university's regulations, procedures, requirements, and deadlines as described in official publications.
- A student in good academic standing is allowed no more than two consecutive semesters of leave, and this period must be within the maximum duration of study to get the B.Sc. Degree.
- A student who leaves the university for more than two consecutive semesters must submit a new application for admission to the Office of Admissions
- If the student wishes -during his leave- to take courses at another university for transfer credit to PMU must receive approval from his or her dean
- The leave becomes effective at the dates of receipt within the Registrar's Office.
- Please return the Form to the Registrar's Office & sign the loa with the Registration staff.

Copies: Green - Registrar Office Copy
White - Student Copy
Yellow - Financial Aid
Pink - College Dean/Dept. Chair