



Request for Leave of Absence

St. Matthew's University
12124 High Tech Avenue
Suite 290
Orlando, FL 32817

Print form, complete requested information, and return to SMU at the address or fax number listed at the bottom of this form.

1. Only one LOA may be granted during Basic Science and only one may be granted during Clinical Science.
2. Granting of LOA is based on the Dean's judgment that the issue is likely to be resolved during the period of the LOA.
3. The LOA registration is incomplete until an approved form has been submitted to the Registrar's office and the student has completed online registration. A student may not electronically register for LOA semester without an approved signature on this form.
4. The LOA lasts for one semester only. At the conclusion of the LOA semester the student must register for the next semester or he/she will be withdrawn for non-registration.

PLEASE COMPLETE THIS FORM IN FULL AND SUBMIT TO YOUR DEAN FOR APPROVAL:

Last name _____ First Name _____ Middle _____

Student I.D. # _____

Med Student Vet Student Basic Science Clinicals

Semester: Fall Spring Summer Year _____

PER STUDENT POLICY, THE LOA MAY BE REQUESTED FOR :

Hardship (self or family) Medical (self or family) Financial Educational opportunity

PICK ONE OF THE ABOVE AND FULLY EXPLAIN THE DETAILS:

I understand that I am responsible for all fees for the Leave of Absence, including the Student Health Insurance fee unless approved to waive the insurance. Fee information is available on http://www.stmatthews.edu/med_tuition-and-fees.shtml and http://www.stmatthews.edu/vet_tuition-and-fees.shtml. I understand that once approved for a Leave of Absence, I must also register online for the Leave of Absence and I must do so during the posted registration period (late registration fees may apply).

Signature of Student

Date

Amitabha Basu, MD, Dean of Basic Sciences, School of Medicine
Karen Rosenthal, DVM, MS, Associate Dean of Academic Affairs, School of Veterinary Medicine
Terrence Reid, Associate Dean of Clinical Students, School of Medicine

Grand Cayman students: Hand deliver or fax to the **Dean Med fax** 345.945.3130 **Vet Med fax** 345.745.3130
Clinical students: Fax to Terrence Reid at 800.565.7177 or 407.488.1702
Deans will fax/scan a signed/approved copy to the Registrar at 800.565.7177/407.488.1743 or registrar@stmatthews.edu.

Veterinary students should first obtain a signature approval from Dr. Shields _____

Dean Approved: _____ Date: _____

FOR OFFICIAL USE ONLY:

Form Received Date: _____

Date Processed: _____