**Hendrix College**

**Leave of Absence, Medical Leave of Absence, or Withdrawal**

**Section 1- General information**

Name: Hendrix ID #:

**Section 2- Student Departure Interview**

To begin the process for a Leave of Absence or Withdrawal, students should schedule a meeting with staff from one of the following offices:

 Office of Academic Success (SLTC 208)- 501-450-1482

 Office of the Dean of Students (SLTC 209)- 501-450-1222

 Student Outreach Services (SLTC 220)- 501-450-1330

 **This section will be completed during your meeting with one of the above staff members:**

**Status Requested**: LOA Medical LOA\* Withdrawal

**Last day to attend class**: ***Expected Date of Return***:

***\*Students returning from medical leave must submit documents from their doctor as a condition of the return.***

If transferring, what school will you attend?

What attracted you to this other institution?

**Primary Reason for departure**:

Academic Family Financial Medical Other

**Section 3: Signatures**

Interviewer Signature: Date:

Student Signature: Date:

**Section 4: Optional Offices to Visit for Exit Process**

 **Academic Success** – to discuss your academic standing when you return to Hendrix

 **Business Office**- to check on financial standing and arrange for payments if necessary

 **Financial Aid**- to review any federal financial aid obligations and future access to scholarships

 **Residence Life**- to return key and check out of housing OR arrange for housing upon return

 **Library**- to return resources to circulation desk

**RETURN FORM TO REGISTRAR’S OFFICE IN FAUSETT HALL**