



Temporary Leave Form

1. Student Information

Name (Last, First, MI)

Email (non-Longwood)

Longwood ID (L#)

Date

2. Temporary Leave Information

Temporary Leave may be requested for one of the following reasons: military duty, lack of courses to satisfy degree requirements, and failure to pass VDOE required assessments. All requests for Temporary Leave must be received by 5pm on the Add/Drop deadline as indicated in the Academic Calendar. Students seeking Temporary Leave for health/medical reasons should complete and submit the Temporary Leave: Medical form in collaboration with the Office of the Dean of Students.

Leave Term

Leave Year

Check the box below if you receive **Veteran's benefits**

Reason for Leaving

Supporting documentation is required for leave to be approved. Please include:

- Letter of Explanation
- Supporting Documentation (military orders, VDOE exam information, etc.)

Expected Semester of Return

3. Student Approval

I understand a temporary leave indicates that I intend to return after, at most, one semester and will retain electronic access through my expected return. Failure to return by the expected date will result in a withdrawal from the university.

Student's Signature (Electronic Signatures Not Accepted)

Date

Temporary Leave can have financial repercussions involving the offices below. It is strongly advised that you contact these offices before finalizing the leave process as you are responsible for any penalty incurred as the result of your leave. **Please initial in the box below to show that you have reviewed this information.**

Financial Aid

1-800-281-4677

finaid@longwood.edu

Residential & Commuter Life

434-395-2080

housing@longwood.edu

Student Accounts

1-800-281-4677

studentaccountsoffice@longwood.edu

 Initials required

4. Submission

Longwood University
Office of the Registrar
201 High St.
Farmville, VA 23909

Phone: 434-395-2580
Fax: 434-395-2252
registrar@longwood.edu

Registrar's Office Use Only

Processed by

Date

Non-LU Email Updated