



# LEAVE OF ABSENCE REQUEST FORM FINANCIAL AID

*Please TYPE Responses*

**Student Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Personal Email:** \_\_\_\_\_

The purpose of this form is to certify that you are aware of the financial aid implications involved when requesting a leave of absence. This form is for financial aid purposes only and does not represent an approved leave of absence for academic purposes. Once complete, upload the form to your [Financial Aid Student Portal](#).

Enter the dates of your expected absence, specify the reason for your request, and enter the Exit Counseling completion date (if applicable).

**Beginning Date of Leave:** \_\_\_\_\_

**Expected Date of Return:** \_\_\_\_\_

**Reason for Leave:**

**Exit Counseling**  
(Student Loan Borrowers Only)

All student loan borrowers requesting a leave of absence must complete [Exit Counseling](#) prior to submitting this form.

**Exit Counseling Completion Date:** \_\_\_\_\_

..... I understand the following statements apply if my leave of absence request is approved ( check each box):

- The leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period pursuant to federal regulations.
- While I am on an approved leave of absence, my enrollment status will be reported to my lenders as "Leave of Absence".
- While I am on an approved leave of absence, I am not eligible for any additional federal student aid or private education loans.
- If I do not return from the leave of absence by the expected date of return, I will be considered to have withdrawn from NAU and my federal student loans will go into repayment based on the start date of the leave of absence. This could result in the depletion of some or all of my student loan [grace period](#).
- If I do not return from the leave of absence by the expected date, I may be required to return a portion of the aid previously received if the withdrawal date occurs before completing 60% of the semester. NAU is required to calculate the amount of financial aid the student earned and the amount of financial aid that must be returned. If I am subject to a return calculation, I understand this may result in a remaining balance with the University that must be paid.
- It is my responsibility to remain in touch with my [loan servicer](#) to ensure that I do not become delinquent or default on my student loans. For more information about your loan servicer and federal student aid history, visit [www.studentaid.gov](http://www.studentaid.gov).
- Upon my return from the leave of absence, any subsequent financial aid disbursements may be delayed until I meet the standards for satisfactory academic progress towards the completion of my degree.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_