Appalachian School of Law

Official Leave of Absence Request

1169 Edgewater Drive
Grundy, Virginia 24614
Phone: (276) 935-4349 or (800) 895-7411
Fax: (276) 935-8496

Please Print Legibly:

Student Name: _____ Date of Request: _____

Email Address: _____ Phone: _____

Student Address: _____ City: _____ State: _____ Zip: _____

Please include a list of your current enrolled courses below including the course number, course name, credits, and last date of attendance for each course.

Course Number	Course Name	Course Credits	Last Date of Course Attendance

Are you receiving veteran's benefits? ☐ **Yes** ☐ **No**

Are you receiving Stafford loans? ☐ **Yes** ☐ **No**

Are you receiving Private loans? ☐ **Yes** ☐ **No**

**All students requesting a LOA from the Appalachian School of Law must contact the Financial Aid department to complete any necessary paperwork.

To be Completed by Student
(include attachments as necessary):

Reason for Requesting a Leave of Absence
(include attachments if necessary)**:**

_____

_____

_____

_____

_____
Student Signature/Date

To be Completed by the Chief Academic Officer
(include attachments as necessary):

☐ **Approved**

Leave Begin Date: ___/___/___

Leave End Date: ___/___/___

☐ **Denied**

_____
Chief Academic Officer Signature/Date

*Please note that students who withdraw from Appalachian School of Law and receive Title IV funds must complete the mandatory exit counseling and Return of Title IV Funds calculation. Transcripts of withdrawn students will be available (if applicable) when you have met all financial obligations. This withdrawal form will be kept in your permanent file in the Registrar's Office. If you have any questions, please call the Registrar at 1-800-895-7411 or 276-935-4349.

☐ Updated in SonisWeb Date: _____ Initials:_____