

Official Leave of Absence Request



APPALACHIAN
— SCHOOL OF LAW —
OFFICE OF THE REGISTRAR

1169 Edgewater Drive
Grundy, VA
Fax: (276) 935-8261
registrar@asl.edu

Please complete all fields clearly and accurately

Student Name : Date of Request :

Student Address :

City : State : ZIP :

Email Address : Phone Number :

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 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 Transcripts of withdrawn students will be available (if applicable) when you have met all financial obligations.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 (276) 244-1286.