

University Leave of Absence Notice Form

Please complete all required fields and submit this form to the Office of Academic Affairs.

Student Information

Full Name:

Student ID:

Program of Study:

University Email:

Leave Details

Type of Leave:

Start Date:

End Date:

Reason for Leave:

Declaration

☐ I confirm that the information provided above is accurate and complete. I have attached the supporting documents (if required).

Submit

Office Use Only:

- Received Date: _____
- Processed By: _____
- Status: Approved / Denied
- Remarks: _____

This **university leave of absence notice form** sample provides students with a clear and formal way to request a temporary break from their studies. It ensures all necessary information is submitted efficiently, facilitating seamless communication with university administration. Using this template helps students maintain proper records and comply with institutional policies.