



# AMERICAN UNIVERSITY OF IRAQ, SULAIMANI

## APP LEAVE OF ABSENCE

Effective Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Reason(s) for leave of absence: \_\_\_\_\_

Leave of Absence (For ONE APP Term)      Returning Semester \_\_\_\_\_

**\*Students are ONLY allowed to take a Leave of Absence for ONE APP Term. Students not returning to AUIS after ONE APP Term will be permanently dropped from AUIS.**

**\*APP students can only take ONE leave of absence. Newly enrolled students cannot take a LOA in their first ter.**

### **Library**

Returning borrowed books during the semester or before the deadline

Library Manager \_\_\_\_\_

### **Scholarship Office**

Only scholarship and sponsored students are requires to obtain this signature. Scholarship Office

Scholarship Office \_\_\_\_\_

### **APP Director**

Student has no outstanding academic or grade appeal processes

Student has no behavioral or academic integrity issues

APP Director \_\_\_\_\_

### **Student Services**

Check out of dorm room (if applicable)

Check on any pending fees / keys / lockers

Student Services \_\_\_\_\_

### **Finance**

Pay off outstanding debts and fees

Bursar \_\_\_\_\_

### **Registration and Records Office**

Registration and Records Director \_\_\_\_\_

Return ID card and completed form to Registration and Records Office

Processed by \_\_\_\_\_

**RETURNING** I AM FORMALLY RETURNING FROM MY LEAVE OF ABSENCE

Student signature \_\_\_\_\_