

**MBA LEAVE OF ABSENCE**

Date: .....

Student Name: ..... Student ID Number: .....

Reason(s) for Withdrawal/Leave of Absence: .....

**Leave of Absence**

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

Date Returning \_\_\_\_\_

Months off \_\_\_\_\_

**PDI Approval**

PDI Director \_\_\_\_\_

**Finance Approval**

1. Pay off outstanding debts and fees

Bursar \_\_\_\_\_

**Registration Office Approval**

1. Return ID card to Registrar Office

2. Return finished form

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

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