

## Leave of Absence (LOA) Form

**Instructions:** Fill out this form only if you intend to take a Leave of Absence (LOA) from your college or university. Once completed, submit this form along with verification of a complete LOA form from your school. You must meet with someone on the FF College Success Team in order to have them review this form and ensure your LOA has been approved.

Student's Name: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Major: \_\_\_\_\_ Last Term: \_\_\_\_\_ Term GPA: \_\_\_\_\_

It is important to note that all scholarship students can put their Fulfillment Fund Scholarship on hold for a maximum of one term. An LOA longer than one term may disqualify the student from receiving the Fulfillment Fund Scholarship. I request a leave of absence for the following term/s:

\_\_\_\_\_  
Term/s (Fall, Winter, Spring)      Year (2021)

Primary Reasons for the Leave (Check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Academic           | <input type="checkbox"/> Medical            |
| <input type="checkbox"/> Emergency          | <input type="checkbox"/> Military           |
| <input type="checkbox"/> Family Obligations | <input type="checkbox"/> Outside Employment |
| <input type="checkbox"/> Financial Hardship | <input type="checkbox"/> Other              |

Please Explain:

I certify that the above information is true and correct. I agree to provide, if requested, any official documentation necessary to verify the information. **I understand that my scholarship can be placed on hold for a maximum of one term. A Leave of Absence longer than one term may result in the disqualification of my scholarship.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I have met with this student and we have discussed their Leave of Absence.

\_\_\_\_\_  
FF Advisor's Name

\_\_\_\_\_  
FF Advisor's Signature

\_\_\_\_\_  
FF Advisor's business phone or email

\_\_\_\_\_  
Date