SEATTLE UNIVERSITY
OFFICE OF THE REGISTRAR & OPERATIONS
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090
(206) 220-8030; Fax: (206) 296-2443
Email: registrar@seattleu.edu

MILITARY SERVICE LEAVE OF ABSENCE REQUEST

(RMRULARC)

~ Print in Ink ~

PURPOSE:
This military leave of absence from Seattle University is granted to a student who is called up for active military service in any branch of the United States armed forces. It does not apply to students ordered to active military duty in another country's armed forces.

This leave of absence will be in effect for no longer than three years. The date listed below in *Date Leave is to Begin* will be considered the official start date of the leave of absence. Upon official notification by the student to the Office of the Registrar & Operations within thirty day of release that the military service has ended, the student may return to the University without the need for readmission.

As per policy 94-1, *Military Call to Active Duty*, the student has two options from which to choose:

(1) completely withdraw from his/her classes without penalty and receive (a) 100% tuition refund, (b) 100% course fees refund, (c) 100% of the unused portion of any pre-paid meal card, and (d) pro-rated residence hall charges based on the day on which the student withdraws; or
(2) with permission of the instructor of each class and the dean of his/her school, to have all "I" grades assigned with no tuition or course fees reimbursement and coursework to be completed at a later date according to the agreement arranged with the instructor and dean.

Financial aid and payments received by the student for the term will be refunded to the source. Students who have received a refund from financial aid sources will be expected to repay the financial aid according to the terms of any promissory notes they have signed. The same standards that are applied to any students who have an outstanding tuition balance with the University will be applied to those called up for military duty.

INSTRUCTIONS:
- Attach a copy of your military call-up orders.
- Submit this completed form to the Office of the Registrar & Operations.

Student ID Number: _____ Phone Number: (_____)_____
Area Code

Student Legal Name: _____ SU Email: _____@seattleu.edu
Last First Middle

Current Term/Year (Fill in year): Fall ____ Winter ____ Spring ____ Summer ____
Year Year Year Year

Do you receive VA benefits? □ Yes □ No Are you currently living in residential housing? □ Yes □ No

Do you give permission for our office to forward your name to Campus Ministry for prayer and support services? □ Yes □ No
If yes, would you like to be contacted by Campus Ministry? □ Yes □ No

Mailing Address (while away): _____
NUMBER/STREET APT. NUMBER

_____
CITY STATE ZIP

Date Leave is to Begin (MM/DD/YY): _____

Select one option:

□ I choose to completely withdraw from my courses at this time.

□ I choose to have "I" grades assigned and complete my coursework at a later date. *Dean's signature required for this option.*

▶ Dean or Associate Dean Signature: _____ Date: _____

With the submission of this form and the attached documentation, I hereby request a military leave of absence from Seattle University.
I understand that this leave will be in effect according to the timelines described in Policy 94-1, Military Call to Active Duty.

▶ Student Signature: _____ Date: _____

REGISTRAR'S OFFICE USE ONLY
Processed by: _____
Date: _____