

TEMPORARY LEAVE OF ABSENCE RE-ENTRY REQUEST

Those seeking to return to Wingate University from a Temporary Leave of Absence status must submit this form, along with documentation from an appropriate individual or qualified professional of the desire/ability to return. This information may be sent to the Office of Student Success. The Assistant Dean of Students will recommend to the Vice President for Academic Affairs whether a leave of absence may be removed. For students who are granted a leave of absence for medical reasons, the Office of Student Success will require documentation from a health-care provider indicating the student is prepared to return to Wingate. Re-entry must be approved prior to registering for classes for the following semester.

NAME: _____ ID #: _____

SEMESTER TLA APPLIED FOR: Semester:: _____ Year: _____

PROPOSED RE-ENTRY DATE: _____

REASON FOR RETURN: _____

Please attach supporting documentation.

STUDENT SIGNATURE: _____

DATE: _____

CONTACT INFORMATION:

Mailing Address:

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

FOR OFFICE USE ONLY

Approved: _____
Asst. Dean of Students

Date: _____

Forward Copies to: _____ Email information to: _____

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|--------------------|-------|-----------------|-------|
| Registrar | _____ | ARC | _____ |
| Financial Planning | _____ | Admissions | _____ |
| Business Office | _____ | Registrar | _____ |
| | | Student Affairs | _____ |
| | | Housing | _____ |
| | | Advisor | _____ |