

**University of Maine at Machias**  
**Application for Leave of Absence**

Approval of the application for an official **Leave of Absence** permits the student to return to matriculated status without making formal application for readmission. This form is to be filed with the Registrar's Office **prior to the end of the first two weeks of the semester for which leave is being requested**. It is the student's responsibility to notify the Registrar's Office of any changes in the information given below.

Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Program/Major \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Dates of Leave From: \_\_\_\_\_ To: \_\_\_\_\_  
(Month/Year) (Month/Year) \*

Purpose of Leave:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address for Future Mailing: \_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
Advisor's Signature Date

\_\_\_\_\_  
Division Chair Date  
(Required if Leave for more than 1 semester)

\*Please note that a Leave of Absence may be **no longer** than two consecutive semesters

\* \* \* \* \*

For Office Use Only:

Copies sent to:

Advisor \_\_\_\_\_  
Business Office \_\_\_\_\_  
Director of Student Life \_\_\_\_\_  
Financial Aid Office \_\_\_\_\_  
Head Residence Counselor \_\_\_\_\_  
Library \_\_\_\_\_  
Loan Officer \_\_\_\_\_  
Student Success Coordinator \_\_\_\_\_  
VA Representative \_\_\_\_\_

Instructors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_