



Leave of Absence Request

This form must be submitted to the Office of the Registrar

Student Name: _____
Last First Middle

Student ID Number

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Are you a Scholarship Student? YES NO Phone number: _____

Declared Undeclared

Leave Effective: Fall Spring Summer Year

2	0		
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Return Effective: Fall Spring Summer Year

2	0		
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Personal reasons Financial reasons Academic reasons

Other (please explain): _____

To be used when the student wants to sit out for a specific period. This form will allow the student to be away up to a maximum of one academic year with his/her account remaining “active” during this period.
This form should only be used prior to the beginning of a semester before the end of the drop/add period for that semester or for future semesters.
Should the student decide to return to AUK within one academic year the Office of the Registrar will “reinstate” the student’s account. Per the AUK Catalog, students who return after one academic year would have to re-apply through the Office of Admissions. All returning students must meet the readmission requirements and all admissions deadlines.
*** If you plan on taking courses elsewhere, you should also submit a **Study Away** form along with this request. ***

Note: Undeclared students should seek approval from the CAS Dean

Student’s Signature & Date

Scholarship Office (**All Students**) Signature & Date

Department Chair (**Declared Students**) Signature & Date

Library (**All Students**) Signature & Date

Dean’s Signature & Date

Finance Department (**All Students**) Signature & Date

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American University of Kuwait
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☎ Fax: + (965) 2571 5891

Last Modified: May, 2014

RO USE ONLY:
Processed by: _____
(Initials)
Date: _____