

**LEAVE OF ABSENCE REQUEST FORM  
FINANCIAL AID**

The purpose of this form is to certify that you are aware of the financial aid implications involved when requesting a leave of absence. This form is for financial aid purposes only and does not represent an approved leave of absence for academic purposes.

*Please TYPE Your Responses*

Beginning Date of Leave of Absence: \_\_\_\_\_  
Expected Date of Return: \_\_\_\_\_  
Reason for Leave of Absence Request: \_\_\_\_\_

**Exit Counseling Requirement**  
(Student Loan Borrowers Only)

All student loan borrowers requesting a leave of absence must complete [Exit Counseling](#) prior to submitting this form.

Date Exit Counseling Completed: \_\_\_\_\_

I understand that the following applies if I am on a Leave of Absence from North American University for the dates listed above ( check each box):

- The leave of absence and any additional leaves of absence must not exceed a total of 180 days in any 12-month period pursuant to federal regulations.
- While I am on an approved leave of absence, my enrollment status will be reported to my lenders as Leave of Absence.
- While I am on an approved leave of absence, I am not eligible for any additional federal student aid or private education loans.
- If I do not return from the leave of absence by the expected date of return, I will be considered to have withdrawn from NAU and my federal student loans will go into repayment based on the start date of the leave of absence. This could result in the depletion of some or all of my student loan grace period.
- It is my responsibility to remain in touch with my loan servicer to ensure I do not become delinquent or default on my student loans. Information about my loan servicer and federal student aid history can be found on [www.studentaid.gov](http://www.studentaid.gov).
- A student who is approved for a leave of absence after receiving financial aid for the semester may be required to return a portion of the aid previously received, if the student withdraws before completing 60% of the semester. At that point, the school is required to calculate the amount of financial aid the student earned and the amount of financial aid that must be returned. If I am subject to a return calculation, I understand this may result in a remaining balance with the University that must be paid.
- Upon my return from the leave of absence, any subsequent financial aid disbursements may be delayed until I meet the standards for satisfactory academic progress towards the completion of my degree.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Student Signature  
(See signature instructions in portal)

\_\_\_\_\_  
Date