



Petition for a Leave of Absence

Office of the Registrar

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The Academic Dean grants leaves of absence for military service, family leave, medical (physical/mental) disability or financial hardship. Normally, a leave of absence is granted for one semester. Extensions are considered on a case-by-case basis and cannot exceed 180 days in any 12 month period. During the period of the leave the student will remain in good standing and will not be charged Continuous Registration fees. An approved leave of absence extends the time to complete the degree by an amount of time equal to the leave.

The Dean's decision to grant the student's request will be made in writing and will include a statement reminding the student of federal regulations requiring that if he or she is a Title IV loan recipient (Federal Perkins or Stafford Loan), failure to return to school at the expiration of the student's leave of absence will result in the student's withdrawal from the school as of the date the student began the leave of absence. As a result, the student may be required to return some or all of the Title IV loan funds disbursed to him or her in the semester he or she began the leave. It is also possible that the student's grace period for repayment of other Title IV loans may expire. Additional information on the Leave of Absence policy is in the CST catalog.

Submit completed form to the Office of the Vice President for Academic Affairs and Dean.

Student's Name: _____ ID#: _____

Mailing Address: _____ Email: _____

_____ Phone Number: _____

I request a Leave of Absence from the School for the _____ semester for the following reason(s):
Semester/Year

- Military Service Family Leave Medical Leave Financial Hardship Other (explain below)

I certify that, to the best of my knowledge, the information furnished in this request is true and accurate. I understand that if a hold is placed on my record or I am otherwise ineligible, I may not be allowed to register for classes.

Student's Signature: _____ Date: _____

All Title IV loan recipients (Federal Perkins or Stafford Loan) must consult with the Director of Financial Aid prior to submitting their petition.

Financial Aid Director's Signature: _____ Date: _____

Office Use Only

Leave of Absence is: Denied Approved for the following semester(s): _____

Dean's Signature: _____ Date: _____