



AMERICAN UNIVERSITY OF IRAQ, SULAIMANI

APP LEAVE OF ABSENCE

Effective Date: _____

Student Name: _____ Student ID Number: _____

Reason(s) for leave of absence: _____

Leave of Absence (For ONE APP Term) Returning Semester _____

***Students are ONLY allowed to take a Leave of Absence for ONE APP Term. Students not returning to AUIS after ONE APP Term will be permanently dropped from AUIS.**

***APP students can only take ONE leave of absence. Newly enrolled students cannot take a LOA in their first semester.**

Library

- Returning borrowed books during the semester or before the deadline.

Library Manager _____

Scholarship Office

- Only scholarship and sponsored students are required to obtain this signature.

Scholarship Office _____

APP Director

- Student has no outstanding academic or grade appeal processes.
- Student has no behavioral or academic integrity issues.

APP Director _____

Student Services

- Office / entertainment supply rentals
- Check on any pending fees / keys / lockers

Student Services _____

FMD Department

- Check out of the room (if applicable)

FMD _____

Finance

- Pay off outstanding debts and fees

Bursar _____

Registration and Records Office

- Return ID card and completed form to Registration and Records Office.

Registration and Records Director _____

Processed by _____

RETURNING *I AM FORMALLY RETURNING FROM MY LEAVE OF ABSENCE*

Student signature _____