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University of St. Francis Military Leave Policy

The University of St. Francis supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or Reserves who is called or ordered to active duty for either state or national activation may be granted a **Military Leave of Absence (MLOA)** from the University for the period of active duty and up to one year after returning from active duty.

- If the student is receiving federal Title IV assistance and is still less than 60 percent of the way through the term, return of title IV funds calculation will be performed and appropriate amounts of funds (if applicable) will be returned to the appropriate federal programs. Any amount of tuition owed by the student will be waived and any amount of tuition paid by the student will be refunded.
- If the student is not receiving federal assistance, 100 percent of any tuition and mandatory fees paid will be refunded and any remaining balance not paid will be waived.
- If the student is living in a USF Residence Hall, room and board charges will be prorated



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Military Leave of Absence (MLOA) Form

Student Name: _____ Student ID#: _____

Student Major: _____ Student Advisor: _____

Semester of Withdrawal: _____ Branch of Service: _____

Date of Withdrawal: _____ Estimated Date of Return: _____

Mailing Address During Leave: _____

Name

Street Address

City, ST Zip or APO

Are you receiving federal or state financial assistance: YES NO

If yes, you must meet with the Financial Aid Office. _____

Financial Aid Office Signature

Are you living in USF Residence Halls: YES NO

Are you electing to receive any Incomplete (I) grades? YES NO

If yes, which courses?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CRN#

Course Title

Instructor

If yes, you must meet with the appropriate Dean(s) to file the Instructor letters outlining the intended plan for each course completion.

Dean(s) signature: _____

Student Signature Date

Registrar Use Only:

MLOA Approved: £

MLOA Disapproved: £ Reason: _____

Registrar's Signature

Date