

GENESYS

EMS EDUCATION

Leave of Absence Request Form

Student Name: _____ SUID#: _____ Program Code: _____

I, _____, hereby am formally requesting withdrawal of the above listed Program and placed on Leave of Absence (LOA). I acknowledge that I have previously agreed to my Enrollment Agreement (Form 108) and understand the consequences of withdrawing from this Program. I further understand that my enrollment and subsequent withdrawal constitutes that I am now considered a former student for any reapplication to any Genesys program. I also understand and agree to the following:

- 1) A Leave of Absence (LOA) is defined as an interruption of an EMS Program. This interruption may be a temporary or transient in nature or long term. Due to the continuous enrollment requirements of the State of Michigan, I understand that due to my LOA, I must also withdraw from the currently enrolled EMS Program.
- 2) Once on an approved Leave of Absence, I must enter into a new program semester within **TWO** semesters of the LOA. I understand that if I do not enter into a new program within the **TWO** semester maximum, I will **NOT** be eligible for re-entrance and **MUST** begin at Semester I as a new student and **MAY** be required to take an entrance examination.
- 3) All payments made by me or on my behalf prior to the LOA will be held in my Student Account and may be credited to the new Program as long as I transfer within the two semester maximum. I further understand that if I transfer into a New Program, I will be subject to a Program Transfer Fee.

I further understand that I may not qualify for a leave of absence based upon criteria as listed in the Student Handbook.

Nevertheless, I fully understand and agree to the requirements of a Leave of Absence (LOA) from the Genesys EMS Education Program for which I am enrolled and respectfully request a Leave of Absence due to the following reason:

- Medical Extended Jury Duty Military Personal Sabbatical

Planned Return Date: _____

Student Signature Date: _____

-----For Office Use Only-----

- LOA Approved LOA Denied due to _____

Staff Signature Date: _____

We are called to: Service of the Poor Reverence Integrity Wisdom Creativity Dedication