



A student who is in good standing with the University may request a one semester leave of absence (LOA) for specific vocational, military, educational, or personal circumstances. The written request, along with supporting documentation, must be submitted to the Office of Registration and Records via the student portal prior to the beginning of the semester for which the leave is being requested. The request must be reviewed and approved by the Office of Academic Affairs.

Students wishing to request a leave of absence should be aware of the following:

- Students requesting a leave of absence are responsible for first checking with the King University Financial Aid Office in order to be aware of any possible impact of a leave of absence on financial aid eligibility, loan repayment, etc.
- A leave of absence request must be completed, submitted, and approved prior to the first day of the semester for which the leave is being requested.
- In order to be considered for a leave of absence, the student must be enrolled at the institution at the end of the semester prior to the requested semester of leave *and* must be in good standing with the institution.
- A leave of absence may only be granted for one full semester, and may not exceed 180 days in any 12-month period.
- At the conclusion of the one-semester leave of absence, the student may return to the institution without needing to be readmitted.