



## Scholarships Semester Leave Request Form (continuing students only)

Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Semester/Term in which you want to be on a semester leave:  Fall  Winter  Spring 20\_\_\_\_

*Applications are due before the semester begins. Be aware that all students may discontinue and then reapply to BYUH. Receiving a semester leave to not attend classes and then be term activated for the following semester is available for those who meet the following criteria.*

### Step 1: Academic Advisor Approval

#### Student

I understand that I may not take any classes during my leave semester in \_\_\_\_\_ and that I will return in \_\_\_\_\_. I understand that I will not have Housing or automatic SMB Benefits. I understand that I will be term activated for the semester after my Annual Leave Semester and I will be expected to enroll in classes on campus. I recognize that I will need to consult with Financial Aid about any scholarship or grant implications. *Student initial* \_\_\_\_\_

#### Advisor

I have reviewed this student's MAP and this will fit in the student's allotment:  Yes  No

Academic Advisor approval: \_\_\_\_\_ Academic Advisor denial: \_\_\_\_\_

#### ***If approved by an advisor:***

***Domestic students, please take this form to the Registrar's Office.*** (Be aware that you will not be covered by SMB during the leave and any pregnancy beginning before returning will not be covered upon return).

### Step 2: Student Medical Benefit Approval (International Student)

I agree that if I stay in the USA during my leave semester the cost of Student Medical Benefit (SMB) will be billed to my account during the semester when I am on leave. *Student initial* \_\_\_\_\_

Beth Martin: SMB approval \_\_\_\_\_

### Step 3: International Student Services Approval (International Student)

I understand that if I am an international student (in the USA on a visa) I can only have a leave semester if:

I stay in the USA after 2 consecutive semesters in FT status and it is not my last semester

**OR** I leave the USA (I know I cannot be out of the country for more than 5 months without to renewing my DS 2019 or I-20)

Also, I know my employment may only be at BYUH or PCC.

ISS approval: \_\_\_\_\_ ISS denial: \_\_\_\_\_ DATE: \_\_\_\_\_

*ISS will submit the completed form to the Registrar's Office*