



Application for Annual Leave Semester (continuing students only)

Print Name _____

Student ID # _____

Term in which you want to be on a leave semester: Please circle and fill in: F W S 20____

Applications are due before the semester begins. Be aware that all students may discontinue and then reapply to BYUH. Receiving a leave semester 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

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* _____

I have reviewed this student's MAP and this will fit in the student's allotment: Y N

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).

IWORK students please take this form to the IWORK counselors in the Financial Aid Office to have your request considered by the IWORK exceptions committee. If approved, FA sign here _____

Non-IWORK International Students please complete steps 2 & 3

Steps 2 and 3 –for Non-IWORK International Students

Step 2: Third-party Insurance if Staying in the United States

I understand that if I stay in the United States during my leave semester I must get third-party (non-BYUH) insurance and show proof of it to the ISS Office. *Student initial* _____ ***Please see the ISS website for the providers of third-party insurance and sign up before talking with ISS. They will not be able to sign off until you have documentation of having third-party insurance to cover you if you stay in the United States during a leave semester.***

Step 3: International Student Services Approval

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