

**RETURN TO:**  
SUU Admissions Office or  
Financial Aid Office  
351 W University Blvd  
Cedar City, UT 84720

**REQUEST FOR SCHOLARSHIP DEFERMENT OR LEAVE OF ABSENCE**

A scholarship deferment will hold your scholarship until you return. You may not defer a one-year award. A leave of absence will allow you to choose the catalog you are currently using or the new catalog upon your return. If you do not obtain a leave of absence you will use the new catalog upon your return. It is **not** necessary to submit a Leave of Absence request for a **one semester** absence.

*Acceptable reasons to defer your scholarship or to receive a leave of absence include, but are not limited to: military service, medical, or church service. Requests must be approved by the appropriate committee. You cannot defer a scholarship or receive a leave of absence and attend any other institution of higher learning.*

The leave of absence allows you to return without reapplying or paying the \$15 reapplication fee. You must notify the admissions and scholarship offices of your return in a timely manner. You must **DROP** courses if you have registered for the semester you plan to leave. Drop courses and withdraw from school through your SUU Portal. Scholarship deferments and/or leaves of absence may be granted for a maximum of five semesters.

The Family Educational Rights and Privacy Act restricts information from being released or another person conducting business for a student. You may consider giving authorization to transact business for you during your absence. This will allow someone else to assist you with registering for classes, review statements, etc. You may complete the information or information and the authorization form is available at <http://suu.edu/ss/registrar/pdf/ReleaseofInformation.pdf>.

**PERSONAL**

T-Number: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Preferred Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Permanent Mailing Address (P.O. Box) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Permanent Phone: \_\_\_\_\_ Current Major: \_\_\_\_\_ Cum. GPA: \_\_\_\_\_

**REQUEST**

Reason(s) for your request: \_\_\_\_\_  
 **Defer Scholarship**  
 Semester you plan to return to SUU (Required): \_\_\_\_\_  
 Scholarship(s) being deferred: \_\_\_\_\_  
 **Leave of Absence**  
 Semester you plan to LEAVE SUU (required): \_\_\_\_\_  
 Semester you plan to RETURN to SUU (required): \_\_\_\_\_  
 Catalog you are currently using: \_\_\_\_\_  
 **Release of Information**  
 If you give permission for another person(s) to transact business at SUU for you, please list the names below:  
 Name(s) \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICIAL USE ONLY:**  
 Scholarship Deferment  
 Approved  Denied      Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Leave of Absence  
 Approved  Denied      Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Comments: \_\_\_\_\_