



University Financial Aid & Scholarship Services  
 MSC 5100  
 New Mexico State University  
 P.O. Box 30001  
 Las Cruces, NM 88003-8001  
 financialaid@nmsu.edu

## Leave of Absence Request Form

Process to obtain scholarship continuation consideration

\*\*Cooperative Education (Co-op), Military, or Other Approved Commitments

Pre-approved by the scholarship department, a student participating in a co-op, military duty, or other approved commitments may retain eligibility for specific scholarships listed below, if the student has met the first year eligibility requirements before entering said obligations. For consideration, the student must provide sufficient documentation to the scholarship department before the leave is to occur, including but not limited to the Leave of Absence Request Form. If approved, the scholarship will be posted to the students account when the student returns from their leave. An approved leave of absence will not count against the 7 consecutive semester enrollment stipulation. Students should retain copies of all documentation for their records.

Today's Date: \_\_\_\_\_ Name: \_\_\_\_\_ Aggie ID: \_\_\_\_\_

Semester Leaving: \_\_\_\_\_ Semester Returning: \_\_\_\_\_

List all scholarships requested to be held: \_\_\_\_\_

### Purpose of Leave (for up to one year, check one)

- Co-op:** Co-ops must be university-sponsored. Because the NMSU Co-op Office has agreements with various companies, students must be registered with the Co-op Office. Students must submit copies of their co-op agreements. Scholarship may be held for up to one year.  
*Note to Scholarship Dept.: Verify Co-op on SGACOOB screen. Information from the Co-op Office is received and posted by Registrar's.*
- Military:** Copies of authorized orders (stating military obligation) must be submitted with request. Scholarship may be held for one year. Upon return, documentation from military must be submitted confirming completion of obligation.
- Other:** Student must provide sufficient documentation to the NMSU Scholarship Department to justify the leave of absence and leave must be approved NMSU activity. If approved for mission leave, upon return, documentation from organization must be submitted confirming completion of mission.
- Internship:** Note: Internships are NOT considered Co-ops. Internships may be approved by the Scholarship Department if approved by student's department. The student's department must approved the internship in writing and submit to the scholarship department before student takes a leave of absence.

### Eligible Scholarships

**NM Legislative Lottery:** Students must have already met first-year eligibility requirements. Award amounts may vary depending upon the amount of funds received from the Lottery Tuition Fund.

**Regents Success, Honors Excel, High Achiever Leadership, President's Associates Excellence & NM Scholars:** These award amounts may vary depending on amount of funds received from the Lottery.

### Consideration or Forfeited Scholarships

**Out-of-State:** If a student has maintained eligibility for this award, upon return from their leave, they will be granted reinstatement *consideration only*. Due to a limited number of awards, this scholarship cannot be held for individual students and is not guaranteed if a student takes a leave of absence.