

Leave of Absence Request Form

Process to obtain scholarship continuation consideration

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. The student is not allowed to attend another institution during this time.

Today's Date: _____ Name: _____ Aggie ID: _____

Semester Leaving: _____ Semester Returning: _____

List all scholarships requested to be held: _____

For the Purpose of Leave, please check one:

- ☐ **Co-op or Intership:** Co-ops, or Cooperative Education, must be university-sponsored. Because the NMSU Co-op Office has agreements with various companies, the student must be registered with the Co-op Office. The student must submit a copy of the co-op agreement. Internships, which are not considered co-ops, may be approved by the Scholarship Department if approved by student's department. The student's department must approve the internship in writing and submit to the scholarship department before student takes a leave of absence. Scholarships may be held for up to one year. *Note to Scholarship Dept.: Verify Co-op on SGACoop 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. Upon return, documentation from military must be submitted confirming completion of obligation. Scholarships may be held for one year.
- ☐ **Medical or Mission:** A medical leave requires documentation from a doctor recommending that the student take a leave from studies. Upon return, the student must submit documentation of the doctor's approval to return. If approved for mission leave, upon return, documentation from the organization must be submitted confirming completion of mission. Scholarships may be held for up to one year.
- ☐ **Other:** The student must provide sufficient documentation to the NMSU Scholarship Department to justify the leave of absence and it must be for an approved NMSU activity. Scholarship may be held for one year. The student must check-in with NMSU Scholarships Department after each semester.

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.

NM Opportunity Scholarship: Amount may vary depending on the awarded funds received for the Opportunity Tuition Fund.

Aggie Achiever, Hadley Honors, Crimson Success, 1888 Leadership, 'A' Mountain Merit, Pete's Opportunity, President's Associates Excellence and Conroy Merit/Achievement/ Scholars.

Consideration for 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.