



THE AMERICAN  
UNIVERSITY OF ROME

The American University of Rome  
Office of the Registrar  
Via Pietro Roselli 4, Rome 00153, Italy  
Tel. 39-0658330919 Fax: 39-0658330992  
e-mail: registrar@aur.edu

## PETITION FOR LEAVE OF ABSENCE \*

Semester(s): FALL \_\_\_\_\_ SPRING \_\_\_\_\_

Student: \_\_\_\_\_  
Last Name First Name M.I.

Length of your leave of absence: One Semester ☐ Two Semesters ☐

Reason: \_\_\_\_\_

Are you planning on taking courses at another Institution during this leave period?

YES ☐ NO ☐

If yes please name: \_\_\_\_\_

Leave of Absence Fee of € 120 paid on: \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of student Date

\_\_\_\_\_  
Signature of Academic Adviser/ Provost/Registrar Date

\* As per AUR's catalog on Leave of Absence:

*AUR degree students in good financial standing may take a leave of absence by filing the appropriate request form with the Registrar. A leave of absence can be for no more than one year and enables automatic readmission under the same academic program. A student who fails to file a signed form and pay the required fee by the last day of add & drop and does not return by the start of classes, will be considered to have withdrawn from the University. A student must reapply for admission under then applicable rules should he or she decide to return. **A leave of absence deposit fee is required (€120). This fee will be credited toward the tuition payment once the student returns, otherwise it is non-refundable.** Students are advised to contact their academic advisor to understand how a Leave of absence will affect their degree progression, as well as AUR's Financial Aid Director in case they have financial aid.*

Latest version updated December 9, 2014

*Iscritta al Registro Persone Giuridiche - Tribunale Civile di Roma al n. 60/97 - C.F. 96060170584  
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