# PETITION FOR LEAVE OF ABSENCE OR REINSTATEMENT OF ACADEMIC SCHOLARSHIPS

<table>
<thead>
<tr>
<th>Students Name</th>
<th>UNM ID No.</th>
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<th>Telephone No.</th>
<th>Email Address</th>
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Students must submit a complete petition that includes:

- □ Scholarship petition form:
- □ Personal statement that explains:
  - □ circumstance that prevented you from meeting the academic requirements of maintaining the scholarship
  - □ what has changed since this circumstance occurred that will allow you to meet the requirements in the future
  - □ what are your plans to ensure you successfully meet the requirements in the future
- □ Relevant documentation to support your petition

Incomplete Petitions are subject to denial.

Check the Scholarship(s) that this petition applies to:

<table>
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<tr>
<th>□ Legislative Lottery Scholarship</th>
<th>□ National Scholars</th>
<th>□ Presidential Scholars</th>
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<tr>
<td>□ Regents’ Scholars</td>
<td>□ Woodward Scholars</td>
<td>□ UNM Scholars</td>
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<tr>
<td>□ Amigo Transfer</td>
<td>□ Amigo International</td>
<td>□ UNM/Zia Transfer Scholarship</td>
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<tr>
<td>□ UNM Legislative Endowed</td>
<td>□ Other (please specify)</td>
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☐ Scholarship Reinstatement

Indicate the semester you are requesting a reinstatement for:

- **Fall _____**
- **Spring _____**

Please indicate the reason for requesting the scholarship reinstatement:

- □ Exceptional Mitigating Circumstance which precluded you from completing the requirements -
  - □ Supporting documents that certify the nature of the exceptional mitigating circumstance
- □ Documented Medical Condition -
  - □ Supporting Medical Documents OR □ Medical Addendum signed by your medical provider
- □ Returning from Active-Duty Military Service –
  - □ Copy of DD-214 that indicates your service Start and End Dates and type of discharge characterization
- □ Returning from previously approved Leave of Absence –
  - □ Medical release form, if applicable
- □ Request for credit hour exemption during graduating semester (if approved, you must maintain at least 12 credits.)
- □ Request a change in qualifying semester

☐ Leave of Absence

Indicate the semester you are requesting a leave of absence for:

- **Fall _____**
- **Spring _____**

Students in good scholarship standing may be approved for a leave of absence for Co-ops, military obligations, religious commitments, participation in a study abroad program, medical conditions or other exceptional mitigating circumstances. A leave of absence request must be submitted prior to your departure. A leave of absence request that has not been approved prior to a student’s exit of the University may not be approved.

Provide a personal statement detailing your need for a leave of absence, the semester you intend to return to UNM and any pertinent documentation to support your request. A leave of absence allows you to maintain eligibility for your scholarship(s) as long as you are meeting all maintenance requirements for your scholarship(s) when the leave of absence begins.

---FOR OFFICE USE ONLY---

Reviewed by:  
Date:  
Decision:  

The University of New Mexico is an Equal Opportunity/Affirmative Action institution. Pursuant to the Americans with Disabilities Act, if you require this information in alternative format or have special needs, please contact the Office of Student Financial Aid for assistance. Revised Sept-2018