

Educational Leave of Absence Addendum

To request an educational leave from Eastern Michigan University, submit this completed addendum with the Staff Request for Leave of Absence Form.

Please complete these items and obtain proof of registration from the educational institution in which you are enrolled.

I am applying for an educational leave from _____ to _____
Date **Date**

I am enrolling as a full-time student at _____
Educational Institution

pursuing a _____ degree.

I plan to use Tuition Waiver ____ Yes ____ No

Your Name _____

Your Signature _____ Date _____

EMUID _____
(Staff ID or Student #)

Proof of Registration

This is to certify that _____ is enrolled at
Name of employee enrolled

_____ for _____ hours
Name of educational institution **Number of**

for _____ term, which ends on _____.
Name of **Date**

This constitutes a (check one): ____ Full-time class load ____ Part-time class load

Signature of Registrar or Representative _____

Date _____

Affix Seal Here: