



Planned Educational Leave Application

Office of the Registrar

Instructions:

1. Submit completed form with student/department signatures and documentation in one of the following ways:
 - a. In person at the Enrollment Information Center, SA Bldg (Hayward), or Academic Services Lobby (Concord)
 - b. Fax to the Office of the Registrar at 510-885-3816
 - c. Email to reg@csueastbay.edu

Name: _____ Net ID: _____ The leave may be

for a period of up to two years including the summer terms. If approved, the student will retain graduation status and register as a continuing student provided the student returns and registers in the same major for the term of intended return. Applications are reviewed by the Office of the Registrar and students are notified via Horizon email.

The term of intended return may be changed after approval is granted as long as the leave does not exceed two years. Written notice of intent to change the term of return is submitted to the Enrollment Information Center, SA Bldg (Hayward) by Horizon e-mail **at least one month** before the start of classes of the term of intended return. Failure to do so will result in the need to file a new application to the University, pay a new application fee and loss of catalog rights.

Planned Education Leave is **not**