

Military Leave of Absence Checklist

As you prepare to leave or return from a military leave of absence, use this checklist to ensure you complete all the necessary steps at SEU.

Preparing for Military Leave

- Review the SEU military leave of absence policy located in the university catalog.
- Notify the Retention office regarding your intent for military leave of absence and include a copy of your military orders or signed letter from your command pertaining to the service obligations. Please black out any sensitive information.
- The Retention office will provide you with the university withdrawal form. This is a required step in the SEU withdrawal process. Upon completion your withdrawal or leave of absence will be communicated to all necessary departments.
- Monitor your student account for any financial aid changes and return of Title IV federal funds. The Student Financial Services office will review your account and contact you if any aid changes as a result of withdrawing from the university. Set up a phone appointment with a Student Financial Services counselor at calendly.com/seusfs.
- If using VA benefits or military tuition assistance, contact the School Certifying Official to notify them of your intent to take a military leave of absence so they may report it to the Department of Veteran Affairs and Department of Defense. Contact information for the School Certifying Officials can be found here: <https://seu.edu/admission/financial/veterans/>

Re-Enrollment from Military Leave

- Notify the Office of the Registrar regarding your intent to return to SEU. The contact information is registrar@seu.edu
- Register for classes for the term or semester you intend to return.
- Notify the School Certifying Official of your intent to re-enroll. If you plan to use VA benefits, complete the VA Request for Certification form. Contact information for the certifying official can be found here:
<https://seu.edu/admission/financial/veterans/>
- If you are planning to receive financial aid, complete the Free Application for Federal Student Aid (FAFSA) for the academic year you are returning via studentaid.gov and contact the Student Financial Services office to complete the necessary steps to apply and receive aid. Contact for Student Financial Services is sfs@seu.edu or via appointment at calendly.com/seu/sfs