



Leave of Absence Request Form

A Leave of Absence is a temporary interruption in a student's program of study. To grant an LOA, you must be in good standing (academic and financial).

Last Name:

First Name:

Degree Program/Concentration:

Reason for request:

Medical

Personal

Military Duty

Other

Explain reason below:

Effective Date:

Leave Semester:

Return Semester:

The following signatures are necessary:

Student Services Advisor

Accounting Specialist

Registrar

By signing below, I affirm the following:

- My LOA begins on the Effective Date listed above.
- I am allowed up to two semesters (not including summer) on an LOA if I DO NOT have a student loan.
- If I don't return after the second semester, I understand I will be withdrawn from Phoenix Seminary.

Students with loans:

- I am allowed up to 180 days during a 12-month period if I have received Title IV funds such as direct student loan funds.
- If I received Title IV funds and do not return from my LOA, the number of days from my last date of attendance to anticipated return date will count against my grace period for Title IV loan repayment purposes.
- If I received Title IV funds and do not return from my LOA, I will be considered withdrawn from Phoenix Seminary for financial aid purposes and a refund calculation will be completed.

Student's Signature

Date