

Leave of Absence Request for Doctoral Students

Please see the **Doctoral Student Handbook** for further information on leave of absence.

- 1) Students are normally granted no more than four semesters of leave during their program and no more than two consecutive terms of leave.
- 2) Students will be charged an administrative fee for each semester of leave requested before the general registration deadline. Students applying after the general registration deadline but before the late registration deadline will be charged an additional late fee. (See "Graduate Theological Union: Tuition and Fees" on the GTU website for a list of fees. Students may also consult with the GTU Business Office.)
- 3) **A leave of absence will not be considered official until all appropriate fees are paid.**
- 4) **Students can NOT be approved for a leave if they have outstanding debt with the GTU Business Office.**
- 5) Taking a leave may affect your educational loans repayment schedule. Consult the GTU Financial Aid Office to explore the implications of a leave on loan repayment.

Name _____ Semester/Year Began Program _____

Current Mailing Address _____
street

_____ city, state, zip code

Day Phone _____ Email Address: _____

Previous Leaves of Absence - semester and year: _____

When Do You Request To Be On Leave –semester and year: _____

Reasons for request (you may include a separate document if you prefer): _____

Advisor _____ School _____ Email Address _____

Have you ever received Financial Aid? Loans: Yes No Grants: Yes No

Leave Granted for semester/year: _____ Leave denied:

Signature of Assistant Dean

Date