



## LEAVE OF ABSENCE REQUEST

**Students with following criteria may request permission for leave of absence.**

- ✘ Good academic standing
- ✘ Completed at least one full term of enrollment at Georgia Central University
- ✘ Has an involuntary need to be absent from the university for a period of time
- ✘ Fully expects to return to complete requirements for the degree

This form is submitted in addition to a letter of explanation and official letter confirming status. All documents must be submitted to Georgia Central University no later than two weeks prior to the first day of class for the term in which the leave is required.

Semester: \_\_\_\_\_ (semester, year) Degree Program: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
*Last, First*

Student (SSN#): \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Types of Leave Request:

- GCU approved study elsewhere
- Medical Leave
- General leave due to an extenuating condition
- Approved study abroad program
- Others

Do you receive institutional, state, or federal financial aid? Yes \_\_\_\_\_ No \_\_\_\_\_ (If Yes what type? \_\_\_\_\_ )  
If yes, please have a representative from Office of Business Affairs to sign where indicated on page 2.

**Please read and initial next to the nine statement below indicating you have read the following information.  
In requesting this leave of absence status I understand:**

\_\_\_\_\_ A leave of Absence is granted only on the basis of an extra ordinary circumstance or demonstrated hardships.

\_\_\_\_\_ While on leave, all correspondence regarding the leave of absence status is mailed to the address listed above or currently listed in the GCU administrative system, so it is mandatory that the student maintain current information with GCU administration. GCU is not liable for any and all consequences due to the lack of current information of students.'

\_\_\_\_\_ A leave of absence is for one academic term only. Request for an additional term must be requested in writing to the Office of Admissions and Records prior to the end of the first academic term on leave. Extensions for

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one additional term will be granted only upon presentation of exception circumstances (i.e. LOA form, letter of explanation and supporting documents officially provided).

\_\_\_\_\_ Students on leave are considered as students eligible to enroll the next semester. As such students are not required to reapply to the university for the subsequent term. Failure to enroll for the next eligible term causes the student to be withdrawn from the university at the date the leave was granted. This action may result in penalties in his/her financial arrangement and other areas predicated on a student's enrollment.

\_\_\_\_\_ GCU Scholarships are not retained during the term of the leave

\_\_\_\_\_ A leave of absence is granted at the discretion of the University Admissions and Records in consultation with the Director of Student Affairs.

\_\_\_\_\_ Federal aid recipients must notify the Office of Business Affairs upon return to GCU of their intent to use federal aid. Students must be enrolled full time for eligibility of federal aid.

\_\_\_\_\_ The student is responsible for any remaining changes or additional changes not yet applied to the account at the time of requesting a leave of absence.

\_\_\_\_\_ It is student's responsibility to submit all required and relevant documents.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor's Signature (Ph.D.): \_\_\_\_\_

Date: \_\_\_\_\_

**Please have signed by administrative offices (If applicable):**

Office of Business Affairs: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Library: \_\_\_\_\_

Date: \_\_\_\_\_

***(Office Use Only)***

First term enrolled at Georgia Central University: \_\_\_\_\_

Current academic standing: \_\_\_\_\_

Current disciplinary standing: \_\_\_\_\_

Current financial standing: \_\_\_\_\_

Office of Admissions and Record (Sign): \_\_\_\_\_ Date: \_\_\_\_\_