SAINT LOUIS UNIVERSITY MADRID

Request for Leave of Absence

This form is to be used by students requesting a leave of absence from their studies. Students are urged to be extremely cautious in requesting a leave of absence. During the leave period, students do not have enrollment status for purposes of health insurance, loan deferment or access to campus libraries and computer services. The time taken during an approved leave of absence will, for graduate and professional students, not be included as part of the time students have to complete their degree. If you have received loans that are being deferred, you will lose your deferment status while on leave. There is no guarantee that a request will be granted.

Students with merit scholarships: Students leaving SLU-Madrid to attend another University (other than the St. Louis Campus or an approved study abroad program) are not eligible for a scholarship leave of absence. Failure to indicate merit scholarship information in this form will terminate Saint Louis University merit scholarship eligibility without appeal.

Banner ID Last Name First Name

Degree (B.A./B.S./M.A.) and Program/ Department Cum. GPA Advisor

Current Term: Leave of Absence: Requested from to

Do you currently have a University-funded scholarship? Yes No Merit Scholarship(s) Since (Term)

Do you plan to attend another academic institution during your leave of absence? Yes No If yes, please indicate which one

Please use this space to explain why a Leave of Absence is being requested (or attach separate documents).

Student Signature Date

For office use only:

Leave of absence: Approved Denied Advisor / Dean Signature Date

If "yes" merit scholarship, merit scholarship leave of absence: Approved Denied

Terms remaining upon return: Re-entry term:

SLU Madrid Financial Aid Date

Please note that an approved merit scholarship leave of absence may be voided if the student does not return at the end of this leave of absence and if, upon return the student has attended another university or study abroad program different from that listed above.

Please return to: Office of Academic Advising

Saint Louis University — Madrid Campus Avda. del Valle 34 – 28003 Madrid, Spain

Phone: +34 915545858 Fax: +34 915546202 Padre Arrupe Hall - advising-madrid@slu.edu