

Saint Louis University Petition for Leave of Absence

Form #4

Section 1 Student	<hr/>	<hr/>	<hr/>
	Student Name	Student ID	Student Email
	<hr/>	<hr/>	<hr/>
	Primary Program/Major	Total Earned Hours	Student Phone #

Section 2 Period of Leave	<p>Semester to begin Leave (fall/spring/summer and year) A leave of absence may only be requested for future terms. If withdrawing from the current term after the add/drop period, please complete the Petition for Semester Withdrawal and enter the next semester above.</p>	<hr/>
	<p>Semester to Return (fall/spring/summer and year) No later than one year from the beginning of the leave.</p>	<hr/>

Section 3 Student Justification	<p>State in clear, concise sentences why a Leave of Absence is being requested. Please attach any additional documentation.</p>

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Section 4
Acknowledgements

I understand and acknowledge that:

- * A leave of absence may not be longer than one calendar year.
- * During the leave of absence, students:
 - * retain the graduation requirements of the Undergraduate Catalog of their year of admission,
 - * do not have enrollment status for purposes of health insurance or federal loan deferment,
 - * are not eligible to reside on campus, attend classes or participate in extracurricular campus activities and
 - * retain their SLU email account, access to mySLU.slu.edu and access to the libraries.
- * Unless approved, students attending another institution will have their leave of absence revoked and therefore will be required to reapply to Saint Louis University in order to return.
- * Undergraduate students must complete a Scholarship Deferment Form from Student Financial Services to determine if SLU aid will continue upon return. For questions please contact the office at 314-977-2350 or stop by DuBourg Hall, Rm 121.
- * International students must consult with the Office of International Services concerning conditions of their student visas.

Student Signature

Date

Section 5
Approvals

Advisor/Department Name

Signature

Date

Dean/Director Name

Signature

Date

Form Procedures

1. Student completes sections 1, 2 and 3.
2. Student acknowledges policies related to a leave of absence by signing in section 4.
3. Student meets with Advisor (Undergraduate) or Department (Graduate) to discuss petition and receives approval via signature in section 5.
4. Advisor/Department submits petition to their College/School/Center for Dean/Director approval.
5. College/School/Center submits approved petition to the Office of the University Registrar.
6. College/School/Center notifies student of approval.
7. Office of the University Registrar records the approved Leave of Absence on the student's record.