Lancaster Theological Seminary

Request for Leave of Absence or *Notice of Withdrawal from Studies*

If you wish to have a record of this transaction, please print a copy for your files.

Today's Date:

NOTE: This action may affect your financial aid eligibility. See the *LTS Financial Aid Handbook* for further information

Student Name:	Program:
Academic Year:	Academic Term:

Checklist for student:

*Meet with faculty adviser *Review Section 4.3 of the *Student Handbook* *Complete, sign and submit this form to the registrar *Contact Business Office to make arrangements for clearing account	*Date Seminary housing will be vacated, if applicable: *Complete exit interview with Government Loan Administrator, if applicable.

TO BE COMPLETED BY STUDENT

Please check one: ◯ **LEAVE OF ABSENCE** ◯ **WITHDRAWAL FROM STUDIES**

Effective date:

Reason [Attach separate sheet if desired]:

Anticipated Date or Semester of Return from Leave of Absence:

Date of last class attendance:

☐ I have received a federal Stafford loan while attending Lancaster Theological Seminary and understand the provisions set forth in Sections 4.3, 6.4 and 6.8 of the *Student Handbook.*

_____ _____
Signature of Student Date

_____ _____
Signature of Adviser Date

For Office Use:

Leave of Absence / Withdrawal ☐ Approved / ☐ Acknowledged ☐ Denied

IF INVOLUNTARY SEPARATION FROM SEMINARY:

☐ Dismissed. Reason:

☐ Administrative Withdrawal. Reason:

_____ _____
Signature of VP of Academic Affairs and Dean of the Seminary Date

Distribution: Registrar, Business Office, Financial Aid, Faculty Adviser