



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. If you want to be considered for tuition scholarship upon your return, it is your responsibility to apply for financial aid by the appropriate deadline.

Name: _____

Last, First, Middle Initial

Banner #: _____ Advisor: _____

Program/Department: _____ Degree: _____

Date Requested for Leave of Absence: _____ -- _____
From To

Student Signature: _____ Date: _____

Please use this space to explain why a Leave of Absence is being requested:

 Approved Denied

Advisor/Dean: _____ Date: _____