Prior to submitting a Leave of Absence Request Form, the student is required to meet with their assigned academic advisor. It is also highly encouraged that the student meets with the Office of Financial Aid to discuss financial aid implications.

**Leave of Absence Request Form**

<table>
<thead>
<tr>
<th>Name:</th>
<th>ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Phone:</td>
<td>LUC E-mail:</td>
</tr>
<tr>
<td>Credit Hours to Date:</td>
<td>Today’s Date:</td>
</tr>
<tr>
<td>Cumulative GPA:</td>
<td></td>
</tr>
</tbody>
</table>

- **Do you have an Office of the Bursar (OTB) hold?**
  *Students must resolve all holds before registering upon their return.*
  - Check one:
    - ☐ Yes
    - ☐ No
  - Balance: 

- **Student’s Signature:** ________________________ **Date:** ________________

- **Leave of Absence Starting:** *Circle one:* FALL or SPRING or SUMMER Year: ____

- **Semester/Session of Return:** *Circle one:* FALL or SPRING or SUMMER Year: ____
  *Typically, Arrupe students may request one semester or session for a Leave of Absence.*

- **Reason for request:** *If applicable, please attach supporting documentation.*

- **Student’s Signature:** ________________________ **Date:** ________________

**Dean’s Approval:** ________________________ **Date:** ________________

*Nelly Marcial, Assistant Dean of Academic Affairs*