



Leave of Absence Request Form

St. Bernard's School of Theology and Ministry requires that all leave of absence requests are submitted in writing. This form should be completed (applicable sections only), upon consultation with the student's academic advisor, and submitted to the Academic Dean for review. The full Leave of Absence Policy, including financial aid requirements, leave length, and matriculation fee stipulations, can be found on page 25 of the Student Handbook and should be reviewed for compliance before submitting this form.

Student Information

Student Name:

Degree Program: *MAPS* *MATS* *MDIV* *MACP* *GCPS*
CCFA *CCL* *CCB* *CCP* *CCBS*

Reason for Requesting a Leave of Absence (be specific):

Semester and Year when your leave will begin:

Semester and Year when you will return from leave:

Student's signature:

Date:

Advisor's signature:

Date:

Academic Dean's signature:

Date:

Sign after providing notice of official approval

Registrar's signature:

Date:

Sign after updating physical student records and Populi status