



Student Academic Services

Application for Non-Study Leave of Absence

This application is required for prior approval of a leave of absence from Seattle Pacific University for those students who *will not* be studying elsewhere. Students planning to study at another institution or through a study abroad program should complete the "Application for Leave of Absence—Studying Away." We understand that at times circumstances or opportunities may arise where you need to stop attending SPU for a period of time. Completion of this form will help key offices such as Student Financial Services, Student Life, and Student Academic Services plan for your return. Please return completed form to Student Academic Services, Demaray Hall 151, Suite 113.

If at all possible, please notify Student Academic Services of your intent for a planned absence prior to the start of registration for the following quarter:

- | | |
|----------------|------------|
| Autumn Quarter | May 1 |
| Winter Quarter | November 1 |
| Spring Quarter | February 1 |

PERSONAL INFORMATION

Name: _____ SPU ID #: _____

First quarter you will not be returning to SPU: _____

Anticipated quarter of return to SPU: _____

REASON FOR PLANNED ABSENCE (Please Check Primary Reason)

- | | |
|---|--|
| <input type="checkbox"/> Financial Issues | <input type="checkbox"/> Work Opportunity |
| <input type="checkbox"/> Family Reasons | <input type="checkbox"/> Judicial (Disciplinary) |
| <input type="checkbox"/> Health (Self) | <input type="checkbox"/> Academic Difficulty |
| <input type="checkbox"/> Health (Family Member) | |

Please briefly explain your reasons for leaving in more detail: _____

Please check to acknowledge:

- I understand my leave may cause financial implications, including entering repayment on my loans, loss of scholarship/financial aid eligibility, and other changes as applicable. Please review the policies on the back of this form to ensure understanding of possible financial obligations. Your signature indicates acknowledgement of your responsibility to speak with Student Financial Services about your change in enrollment.
- For students living on campus*, further paperwork for a withdrawal is required at the Housing office. I will notify Housing of my leave.
- I understand that if I decide to take classes elsewhere during my leave of absence, I must get prior approval from my academic counselor.
- In processing this form, I would like to be withdrawn from classes for the indicated quarter: _____
(If you are withdrawing from the University outside of the regular drop period, this form must be accompanied with a Registration Petition.)

REQUIRED SIGNATURE: _____ **Date:** _____

I have read and agreed to the contractual, financial, and advising statements as printed on the reverse of this form.

Electronic signatures not accepted

Office Use Only: Entered in Comments Withdrawn from Classes (if applicable) Initial: _____ Date: _____

LEAVE OF ABSENCE POLICY

We understand that students may need to take a leave of absence from the University for financial reasons, for personal considerations such as illness within families, or for medical reasons. Students do not apply for readmission to SPU if they take a leave of fewer than four quarters. After an absence of fewer than four quarters, the student will be responsible to complete the same degree requirements as expected upon his or her first quarter of matriculation at the University. An associate degree completed during a leave of absence of fewer than four quarters will not be recognized by the University.

Students approved for leave are eligible for a priority registration appointment upon their return to SPU. If your anticipated quarter of return changes, please notify Student Academic Services at sasinfo@spu.edu.

A Note from Student Financial Services

Students must notify Student Financial Services about any change in planned period of enrollment, whether due to withdrawal from a class, a leave of absence, or withdrawal from the University. The specific requirements by which the student agreed to abide at the time any financial aid was accepted will remain in effect.

A student who takes a leave of absence may be subject to the federal *Return of Title IV* and state financial aid return policies and to the terms of their student loan(s). *International students are bound by particular federal laws with regard to leave of absence; therefore this policy does not apply to them.*

While a student is on Leave of Absence, the University will report the student's enrollment status to lenders and loan service entities as "not attending", and a student loan borrower's grace period will begin. Exit counseling may be required for student loans; information will be sent to you from Student Financial Services. Students on an SPU leave of absence who do not attend school elsewhere for two consecutive quarters (including summer) or who attend another institution less than half time for two or more consecutive quarters (including summer) will be expected to begin repayment on some or all of their loans. Students are advised to contact their lender(s) regarding their enrollment plans and for repayment information and grace period expiration. Student loan assistance and information is also available from Student Financial Services.

By signing and returning this form you show understanding and agreement that if you withdraw after the fifth day of the quarter you will owe Seattle Pacific University according to the tuition refund schedule outlined in the *Undergraduate Catalog* and online at the Student Financial Services website www.spu.edu/depts/sfs/ making note that summer and study tours follow different refund schedules.

Additional Leave of Absence Requirements:

- Students are not eligible to reside on campus, attend classes, or participate in regular campus activities during their absence.
- Students are responsible for all prior arrangements with applicable student service offices (i.e. Student Financial Services, Student Academic Services, University Services, Residence Life, Athletics, etc.)
- Students must keep the University apprised of their current contact information, including mailing address and phone number, while on leave of absence.
- Students must meet all regular University deadlines for registration, housing reservations, financial aid applications, and similar matters. Financial aid/scholarship awards and University housing reservations do not automatically carry over.
- Students are responsible to check their SPU email during their absence. All SPU communication, including statement notifications, will continue to be sent to a student's SPU email address.