



## REQUEST FOR LEAVE OF ABSENCE OR WITHDRAWAL FROM PROGRAM

*NOTE: Making this change may affect your financial aid eligibility. See the NBTS Financial Aid Handbook for more information.*

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Program: \_\_\_\_\_

Academic Year: \_\_\_\_\_ Academic Term: \_\_\_\_\_

### TO BE COMPLETED BY STUDENT

CHECK ONE       LEAVE OF ABSENCE       WITHDRAWAL FROM PROGRAM

EFFECTIVE DATE: \_\_\_\_\_

REASON: [Attach separate sheet if needed and any documentation]

DATE OF LAST CLASS ATTENDANCE: \_\_\_\_\_  
(USED TO CALCULATE POSSIBLE TUITION REFUND OR FOR CALCULATION OF FEDERAL LOANS)

SIGNATURE: \_\_\_\_\_

### FOR SEMINARY USE ONLY

LOA     COMPLETED BY STUDENT     COMPLETED BY STAFF AFTER STUDENT ABSENCE

#### IF INVOLUNTARY SEPARATION FROM THE SEMINARY

DISMISSED: REASON: \_\_\_\_\_

ADMINISTRATIVE WITHDRAWAL REASON: \_\_\_\_\_

SIGNATURE OF DEAN: \_\_\_\_\_ DATE: \_\_\_\_\_