GRAND CANYON UNIVERSITY™

Leave of Absence Request

Student Name: _____ GCU Student Number: _____

LOA Request Dates

Start: _____ Return: _____
[Mid-Course: Day After Last Date of Class Attendance] [Start Date of Scheduled Return Course]
[End of Course: Day after Course End Date] * Must post attendance on this exact date

Reason for Leave of Absence Request (complete for all LOAs including mid-course LOAs)
_____
_
_____
_
_____

If requesting a mid-course or an end of course LOA and you have signed this form on or after the start date of the leave, please describe the unforeseen circumstance that precluded you from signing this form on time.

By Signing below, I affirm the following:

▪ My leave of absence cannot be for more than 60 days.
▪ For Mid-Course, I must submit this request on or before my last date of attendance in my current course.
▪ For End of Course, I must submit this request on or before the end date of my current course.
▪ I am allowed up to two 60 day LOAs within any 12-month period unless I can provide documentation of extenuating circumstances that would allow me to request a third LOA within that time period.
▪ If I received Title IV funds and do not return from my LOA, I will be considered withdrawn from the University for financial aid purposes and a refund calculation will be completed.
▪ If I received Title IV funds and do not return from my LOA, the number of days from my last date of attendance to anticipated return date will count against my grace period for Title IV loan repayment purposes.

Student Signature: _____ Date: _____

NOTE: HANDWRITTEN SIGNATURE REQUIRED – TYPED/ELECTRONIC SIGNATURE NOT ACCEPTED

Please return this signed form to your GCU Student Services Advisor