



# GRAND CANYON UNIVERSITY™

## Leave of Absence Request

Student Name: \_\_\_\_\_ GCU Student Number: \_\_\_\_\_

### LOA Request Dates

Start: \_\_\_\_\_ End: \_\_\_\_\_  
[Mid-Course: Day After Last Date of Class Attendance] [Day Before the Start Date of Scheduled Return Course]  
[End of Course: Day After Course End Date] \* Must post attendance on the first day of class

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

Personal

Medical

Course Availability

Student Teaching

If requesting a third LOA within any 12-month period, please describe the extenuating circumstance:

If requesting a mid-course or 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 unless requesting for course availability or student teaching.
- 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 circumstance 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- If I received Title IV funds and do not return from my LOA, I will be considered withdrawn from the University for financial aid purposes and a refund calculation will be completed.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 Counselor*