



# GRAND CANYON UNIVERSITY™

## Leave of Absence Request Natural Disaster

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 during first week of class*

If requesting a mid-course or an end of course LOA, describe the unforeseen circumstance that precluded the student from submitting this form on time:

**AFFECTED BY THE FOLLOWING NATURAL DISASTER:** \_\_\_\_\_

**Student Services Counselor Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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- If I do not return from my LOA, I will be considered withdrawn from the University for financial aid purposes and a refund calculation will be completed.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 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: \_\_\_\_\_

Student Services Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Student Services Counselor is able to sign on behalf of the student in the event student cannot sign but requests LOA.)*

*Signature options: 1) Original mailed or delivered to GCU, 2) Original uploaded to Student Portal, 3) Signed by finger or stylus and uploaded to Student Portal, or 4) An image of a signature that is affixed to the document and uploaded to the Student Portal.*

*A signature cannot be typed even if typed in a cursive font.*

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