

GRAND CANYON UNIVERSITY™

Leave of Absence (LOA) Request

Student Name: _____ GCU Student Number: _____

LOA Request Dates

Start: _____ End*: _____

[Mid-Course: Day After Last Date of Class Attendance]
[End of Course: Day After Course End Date]

[Day Before the Start Date of Scheduled Return Course]
*Must post attendance during first week of class

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

Personal Medical Course Availability Student Teaching Military Deployment

If this form was not signed by the date your course ended (or by your last date of attendance if you are requesting a mid-course LOA), please provide the unforeseen circumstance that prevented you from signing the form by the date your course ended (or by your last date of attendance if you are requesting a mid-course LOA).

Note: You should not provide a reason below as to why you need the LOA; only explain why it was signed late (if applicable).

By signing below, I affirm the following:

- LOAs cannot exceed 180 days within a 12-month period.
- If I received Title IV funds and do not return from my LOA, I will be considered withdrawn from the University and a refund calculation will be completed.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.
- My Student Services Counselor has explained to me the impact on loan repayment terms if I do not return from my LOA, including the expiration of my grace period.

Student Signature: _____ Date: _____

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.