

# GRAND CANYON UNIVERSITY™

## Leave of Absence (LOA) Request Natural Disaster

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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  
[End of Course: Day after course end date] course]  
\* Must post attendance during first week of class

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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).

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

Student Services Counselor: Note why student was not able to complete this form (if applicable)

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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- If I received Title IV funds and do not return from my LOA, I will be considered withdrawn from the University and a refund calculation will be completed.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: \_\_\_\_\_

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 as long as the reason is clearly stated above.)*

*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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