



Lancaster Theological Seminary

Request for Leave of Absence or Notice of Withdrawal from Studies

If you wish to have a record of this transaction, please print a copy for your files.

Today's Date:



NOTE: This action may affect your financial aid eligibility. See the *LTS Financial Aid Handbook* for further information

Student Name:	Program:
Academic Year:	Academic Term:

Checklist for student:

<ul style="list-style-type: none"> *Meet with faculty adviser *Review Section 4 of the <i>Student Handbook</i> *Complete, sign and submit this form to the Registrar *Contact Business Office to make arrangements for clearing account 	<ul style="list-style-type: none"> *Date Seminary housing will be vacated, if applicable: *Complete exit interview with the Financial Aid Counselor, if applicable.
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TO BE COMPLETED BY STUDENT

Please check one: LEAVE OF ABSENCE WITHDRAWAL FROM STUDIES

Effective date:

Reason [Attach separate sheet if desired]:

Anticipated Date or Semester of Return from Leave of Absence:

Date of last class attendance:

I have received a federal Stafford loan while attending Lancaster Theological Seminary and understand the provisions set forth in Sections 4 and 6 of the *Student Handbook*.

Signature of Student

Date

Signature of Adviser

Date

For Office Use:

Leave of Absence Approved Denied
Withdrawal Acknowledged

IF INVOLUNTARY SEPARATION FROM SEMINARY:

- Dismissed. Reason:
- Administrative Withdrawal. Reason:

Signature of the Dean of the Seminary

Date

Distribution: Registrar, Business Office, Financial Aid, Faculty Adviser