

ECUMENCIAL THEOLOGICAL SEMINARY
2930 Woodward Avenue, Detroit, MI 48201

Application for Leave of Absence

LEAVE OF ABSENCE: A leave of absence is granted for no more than 180 days within 12 months. The request for a Leave of Absence requires the completion and submission of this form. Outstanding student balances, such as tuition, fees, library fines must be settled prior to LOA being approved. All Library materials must be returned prior to LOA being approved. If more than 180 days is needed, you may withdraw from the program and apply for reinstatement when ready to resume duties.

Name _____ Student ID Number _____

Address _____

Home Phone _____ Work Phone _____

E-Mail _____ F Fax Number _____

Program: _____ UMD _____ MDiv _____ DMin

Change of Status:

Requested Date to Start LOA: _____ Requested Date to End LOA _____

Reason for LOA: _____

Student Signature: _____ Date: _____

The following signatures are required.

Office	Signature	Date	Clear	Hold
Faculty Advisor	_____	_____	_____	_____
Library	_____	_____	_____	_____
Finance Office	_____	_____	_____	_____
Financial Aid	_____	_____	_____	_____
Academic Dean	_____	_____	_____	_____

Date Leave Granted: _____