



## LEAVE OF ABSENCE APPLICATION

Full Name: \_\_\_\_\_

Religious or Maiden Name: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_

Holy Apostles Email: \_\_\_\_\_

Other Email: \_\_\_\_\_

Your primary mode of study:  Residential / On Campus  Online

Are you currently receiving Financial Aid to study at HACCS?  Yes  No

What semester did you begin studying at Holy Apostles?

YEAR: \_\_\_\_\_ TERM:  Fall  Spring  Summer

In what semester did you last enroll in a course at Holy Apostles?

YEAR: \_\_\_\_\_ TERM:  Fall  Spring  Summer

Semester when your leave will begin:

YEAR: \_\_\_\_\_ TERM:  Fall  Spring  Summer

Semester when you plan to return from leave:

YEAR: \_\_\_\_\_ TERM:  Fall  Spring  Summer

Reason for requested Leave of Absence (check all that apply):

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Academics  | <input type="checkbox"/> Military Service      |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Personal Health       |
| <input type="checkbox"/> Family     | <input type="checkbox"/> Personal (Non-Health) |
| <input type="checkbox"/> Finances   | <input type="checkbox"/> Other                 |

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEAN'S SIGNATURE

\_\_\_\_\_  
DATE



## Holy Apostles Leave of Absence Policy

Holy Apostles allows a maximum of one year (three semesters) of leave. Following that year or beginning with the semester when you plan to return from leave, whichever comes first, the time allowed for completing the program begins to run again.

Without a Leave of Absence, students who enrolled in an M.A. degree at Holy Apostles before the Fall 2010 semester have ten years to complete their programs. Students who enrolled in an M.A. or MAPS degree at Holy Apostles during or after the Fall 2010 semester have six years to complete their degrees. Students enrolled in the A.A. degree have three years to complete their degrees and students in the B.A. program have six years.