



7301 Germantown Avenue, Philadelphia, PA 19119
Office of the Registrar
Telephone: 215-248-6305
Fax: 215-248-7315
Email: registrar@ltsp.edu

PETITION FOR LEAVE OF ABSENCE FROM STUDY

Name (please print): _____ Degree: _____

I request a Leave of Absence for the _____ academic year, effective _____ (date).

I seek this status for the following reason(s):

If you are currently taking courses, what is your plan for those courses?

If you currently reside in campus housing, what is your plan for vacating your residence?

I have discussed this matter with my advisor, the Dean (or Director of Graduate Studies), and any lenders who may be affected. My signature below indicates that I understand that my leave of absence constitutes an inactive student status for the period specified above. If I have outstanding student loans, I understand that I am responsible to notify the lending agency of my leave status and that I will be responsible for any payments requested by the lender.

I understand that this leave of absence is only for the academic year shown above. I may by written request to the registrar and Dean extend this leave for up to one additional academic year.

I understand that, if I do not register for courses upon the expiration of my leave of absence, I will be considered to have withdrawn and will need to apply for admission in order to resume studies. I would then need to meet the degree standards in effect at the time of my readmission. I understand that this may entail loss of credits due to curricular changes or to lapse of time.

IMPORTANT: All outstanding obligations to the Business Office and Library are to be resolved prior to your leave of absence. Students with student loans are required to consult the Financial Aid Officer. Campus housing is to be vacated in timely fashion (consult Housing Officer), and keys must be returned.

___ I understand the above and will comply with stated requirements. Failure to do so may result in my immediate removal from the roll of the seminary.

Signature: _____ Date: _____

My mailing address is: _____

My email address is: _____