



# Holy Apostles College & Seminary

## 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 HACS?  Yes  No

What semester did you begin studying at Holy Apostles College & Seminary?

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

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

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):

Academics

Military Service

Employment

Personal Health

Family

Personal (Non-Health)

Finances

Other

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

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE



# Holy Apostles

## *College & Seminary*

### **Holy Apostles College & Seminary** **Leave of Absence Policy**

Holy Apostles College & Seminary 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 College & Seminary 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.