



STARR KING

SCHOOL FOR THE MINISTRY

Leave of Absence

Starr King does not grant a leave of absence for work considered a normal part of an individually designed course of study at the school. Therefore your advisor must be clear on your reason for the request and what will be accomplished during the leave of absence. Work accomplished during a leave of absence cannot be counted as credit toward the completion of a degree. This includes write-ups and incompletes.

A Leave of Absence form must be completed for each semester of leave. **If a leave is not officially requested, approved and on file in the student's file, the student may be terminated when they do not register for classes.**

Students are advised to consult with the Financial Aid Office about whether a leave is the best financial decision.

Students with educational loans need to check carefully that a leave will not jeopardize their deferment of payment. Payments on all state and federal loans may go into repayment within six months. Participation in the school's health insurance program is **not** available during a leave of absence.

MASC students are not normally granted more than four total semesters of leave, and no more than two semesters consecutively, in the course of their degree program. MDIV students are not normally granted more than six total semesters of leave, and no more than three semesters consecutively. Accrediting agencies require institutions to enforce a reasonable continuity in the program. Leaves of absence taken once matriculation in the degree program has begun **do** count toward the total allowed in the program. (Semesters deferred before beginning the program are not considered leaves and do not count.)

Student Legal Name: _____

Student Preferred Name (if used): _____ Student ID #: _____

Phone: _____ E-mail: _____

Program: _____ Completed (#) Semesters or Year/s in the program: _____

Advisor: _____

I am requesting a leave of absence for _____

Began Program _____

(only **one** semester's leave per sheet) _____ semester and year

_____ semester and year

Did you receive financial aid this year (y/n; list what kind)? _____

Have you ever received financial aid (y/n; list what kind): _____

Reasons for request (You may attach a letter if you prefer): _____

1. Student's Signature: _____ Date: _____
2. Advisor's Signature: _____ Date: _____
3. Dean of Faculty's Signature: _____ Date: _____
4. Student Accts Mgr Signature: _____ Date: _____
5. Registrar's Signature: _____ Date: _____

Students must save the completed form as a PDF with the name as Term.LeaveofAbsence.Your first and last name. Then, email the form to registrar@sksm.edu, and Cc your advisor. The office of the registrar will obtain the necessary signatures after the completed PDF form is received.