



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 term (Fall or Spring) of leave. See instructions on the Student Forms webpage (or Student Handbook) for filling out and submitting Student Forms (using the free Adobe software). After the form is downloaded and completed, the student will email it to Registrar@sksm.edu, and copy their advisor. The Registrar will collect all electronic signatures required. If a leave is not officially requested, approved and on file in the student's file, the student may be placed on involuntary leave or withdrawn from the program when they do not register for classes.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 about how a leave will affect deferment and payment of loans. **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 standard terms of leave, and no more than two standard terms consecutively, during their degree program. MDIV students are not normally granted more than six total standard terms of leave, and no more than three standard terms of leave 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 count toward the total allowed in the program.

Student Name: _____

Student Legal Name (if different): _____ Student Populi Barcode ID #: _____

Phone: _____ E-mail: _____

Program: _____ Completed (#) Standard Terms or Years in the program: _____

Advisor: _____

I am requesting a leave of absence for term:

Term and Year (only **one** standard term's leave per form)

Began Program:

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: Please complete this form (except for signatures) and save it as a PDF (see instructions for saving PDFs with the free Adobe software described on the Student Forms webpage and the Student Handbook).

Save it with the filename: [Term].[Leave of Absence].[Your first and last name].
(ex: 2021SP.Leave of Absence.Mary Student).

Email the completed form (except signatures) to Registrar@sksm.edu, copying your advisor. The Office of the Registrar will obtain all the necessary electronic signatures when the completed PDF form is received. If you have already registered for courses in the term you are requesting leave, please email Registrar@sksm.edu to find out what is needed so you can be withdrawn from those courses.