

Leave of Absence Application



Central Christian College of the Bible

A leave of absence allows students to return and complete a degree after one or two semesters of being away from the campus. Students with this status need not apply for or pay readmission fees and may register for classes during their priority registration period.

Situations in which a Leave of Absence is appropriate

1. **Extended field education** – With an approved field education experience, a student may be allowed up to 6 months of time not taking classes to complete an extended field education experience.
2. **Medical leave of absence** – With documentation from a psychiatrist or doctor, a student may be allowed up to 6 months for treatment and recovery of a medical condition.

Criteria for a leave of absence

1. The student must have a cumulative GPA of 2.0.
2. The student must have all bills paid to the College.
3. The student must be registered the semester immediately preceding the request for the leave of absence.
4. The student must have no pending disciplinary action (dismissal, suspension, or probation).

Results of a leave of absence

1. The student does not have to pay the matriculation fee upon re-entering the next semester returned.
2. The student is allowed to pre-register for the next semester's classes as if currently enrolled as a student.
3. The student will be exempt from repayment of student loans during the period of the leave of absence for 180 days. After that, repayment of student loans may begin. Please contact the Financial Aid Office for more information.

Student _____ Date applying _____

Semester(s) (1-2) for which leave is requested _____

Situation: Extended field education Medical leave of absence (please attach documentation)

Explanation _____

Student Signature _____ Date _____

Office Use Only

Department Representative	Approval Status	Signature	Date
Academic Dean			
VP Student Development			
Financial Aid			
Registrar			
Business Manager			

Please submit this application to the Director of Student Services.