



Administration Office,
Am Rupenhorn 5
14055 Berlin
Tel.: (030) 300686-0
Fax: (030) 300686 39

Request for a Leave of Absence

This form should be used by students who are interrupting their studies at Touro but plan to return. It must be filed with the Administration office in order to maintain matriculated status at Touro College. Upon approval, this form provides a leave of absence of one academic year (fall and spring semesters). Students needing an extension beyond this year must submit an additional request form to the Administration office prior to the expiration of the original leave. Students returning from a leave of absence need not apply for readmission, nor pay any reapplication fee. It is a student's responsibility to formally withdraw from and/or drop any classes for which s/he is registered. If a student wishes to attend another college while on leave and intends to transfer the credits to Touro, s/he must submit a Permit to attend Another College/Credit on Permit form

CAUTION: Students receiving financial aid from state or federal sources should contact a financial aid counsellor to find out if a leave of absence will affect their aid, either in the present or the future.

Name _____
Last First Middle/Maiden

Touro ID # _____

Mailing Address
Street and Number _____

Zip Code _____ City _____ Country _____

Phone Number (Day) _____ (Evening) _____

Fax Number _____ Email _____

I request a leave of absence starting (check one) Fall Spring semester, _____
Year

I plan to return to Touro College (check one) Fall Spring semester, _____
Year

Reason for requesting a leave of absence: (if medical please attach document) _____

Student signature _____ Date _____

FOR OFFICE USE ONLY

	Approved/Rejected	Signature	Date	GPA _____
Guidance Counsellor	A ___ R ___	_____	_____	Comment _____
Director	A ___ R ___	_____	_____	_____
Administration	Entered	_____	_____	Date student notified _____