



# Request for a Leave of Absence

Fall/Year \_\_\_\_\_ Spring/Year \_\_\_\_\_

ACCT. # 800-4908-1024-80000

Do not write in this space.

For Cash Operations Use  
Only

1. Complete, sign and date the form.
2. **Advisor, Grad Chair & Asst Dean signatures** will be obtained by Grad Office
3. The fee is \$25.00 per semester. Make checks payable to "Temple University"
4. Mail the completed form & check (\$25.00) to: TUSP Office of Graduate Studies  
3307 N Broad St. Philadelphia, PA 19140 ATTN: LaVonna Reed Rm 528
5. **Leaves will not be acted on without the fee.**
6. **Approval cannot be assumed.** You will be notified of the outcome.
7. Use of University facilities is suspended while on leave.
8. A Leave of Absence does NOT extend the time allotted towards a degree.  
The enrollment status of a student on a Leave of Absence is reported to lenders and loan servicing entities as 'not attending.' If you have a student loan, you are advised to contact your lender for information about your rights and responsibilities regarding repayment.

**Note. A student may not be granted more than four semesters of leave except for a serious condition.**

### STUDENT INFORMATION

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.I

Current Address \_\_\_\_\_  
Street City State Zip

Home Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_

### Degree Information

College \_\_\_\_\_ Program \_\_\_\_\_ Degree \_\_\_\_\_

### Reason for Requesting a Leave of Absence (Check Only One)

Change in Employment \_\_\_\_\_ Health \_\_\_\_\_ Family Obligations \_\_\_\_\_ Other \_\_\_\_\_ (Detail below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approval Signatures

Student: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Tel No. ( ) \_\_\_\_\_ - \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Extension: \_\_\_\_\_

Graduate Chair: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Extension: \_\_\_\_\_

Asst./Assoc. Dean: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Extension: \_\_\_\_\_  
School/College