



A.6

PETITION FOR A LEAVE OF ABSENCE

Student's Name _____
(first name) (middle) (last name)

Date of Birth _____ Degree Program _____

Reason for requesting a leave of absence (briefly stated) _____

Requested start date of leave _____ End date of leave _____

*See explanation below

Name of Advisor _____ Advisor's signature _____

A student may petition the Degrees Committee for a Leave of Absence stating the reason(s) for the request. See the Academic Handbook for instructions. Leaves of Absence are granted for a maximum of one academic year at a time. An additional Leave of Absence beyond the first year may be requested in the same manner as was the first Leave of Absence. If a student's program is not resumed after *two years* of leave, the school will assume that the student has withdrawn; the student must then reapply for admission to the school. Leaves of Absence will not normally be granted prior to the completion of one full-time semester of work. Students who withdraw before the completion of one semester may be required to reapply for admission.

A Leave of Absence may have financial aid consequences. Students contemplating such leave are advised to consult the Office of Financial Aid. Students on a non-medical leave of absence will receive a tuition refund according to the following schedule: during the first two weeks of the semester, 100 percent; during the third and fourth weeks, 50 percent. No refund will be given for a leave of absence taken after the fourth week of the semester. For student on an approved medical leave of absence (because of a documented medical need), tuition will be refunded on a pro rata basis according to the number of weeks of classes remaining in the term. Before a student enters the next academic year or receives a degree, all bills to the school must be paid (at least a week before graduation).

Students on approved Leaves of Absence are required to pay a registration fee. These students, if they wish to take courses, may take no more than the equivalent of one course per semester. Tuition for these courses will be assessed at the current tuition rates for Continuing Education students; the registration fee will not be waived under these circumstances. If the student wishes to count the CE course towards residence, a transfer fee must be paid.

Please submit to the Registrar
Episcopal Divinity School
99 Brattle Street, Cambridge, MA 02138
registrar@eds.edu
617 682-1525