



# GATEWAY SEMINARY

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Office of the Registrar  
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## Leave of Absence/Withdrawal Notification

This form is to be completed by students who will not be able to enroll in an upcoming semester(s) or have decided to withdraw from the school entirely.

A student who has not enrolled for more than two consecutive regular semesters (Fall and Spring) will be required to submit a new application for admission and must meet the degree requirements for the current catalog.

### Student Information

Name: \_\_\_\_\_

ID #: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Campus: AZC BAC ONLN ONT PNWC RMC

Year/Term: 20\_\_\_\_ / \_\_\_\_\_

Degree: DPTH DPEL MACC MAIS MMISS MTS

MAEL - Concentration: \_\_\_\_\_

MDIV - Concentration/Advanced Track: \_\_\_\_\_

I do not need anyone to contact me

I would like to be contacted regarding

Admissions

Advising

Financial issues

Registrar issues

Student Life issues

Other \_\_\_\_\_

If you wish to be contacted, a staff member from the appropriate department will contact you to discuss any questions or concerns you have regarding your leave of absence/withdrawal.

### Leave of Absence/Withdrawal Information

Effective date for Leave of Absence/Withdrawal:

\_\_\_\_\_

Reason for absence/withdrawal:

Illness  Personal  Financial

Other \_\_\_\_\_

I expect to return:

Year/Term: 20\_\_\_\_ / \_\_\_\_\_

I do not know

I do not expect to return, I am withdrawing from GS

I am currently enrolled in the following courses for the term indicated above. (Please list all classes you are taking this semester).

I am requesting to drop the checked classes (if still within the drop period.)

I will be submitting the **Student Relations Committee Request** form to ask for withdrawal for the checked classes (if after the drop deadline has passed.)

I am not taking classes this semester.

COURSE #	COURSE TITLE	Drop/Withdrawal
		<input type="checkbox"/>

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REGISTRAR OFFICE USE ONLY

Rev. 7/17/2019

Date processed: \_\_\_\_\_ Initials: \_\_\_\_\_