



## Notification of Withdrawal or Leave of Absence

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Degree: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:**

If you are taking a temporary leave of absence or planning to withdraw from Gordon-Conwell permanently, please complete this form and leave it with the registrar. The Registration Office will notify all other offices that have a 'need to know'.

Your leave/withdrawal will take effect the date this form is dropped off in the Registration Office. Unless we're directed otherwise, you will be dropped from all courses you're enrolled in, both in the current and upcoming semesters. If you wish to have your leave/withdrawal take effect at the *end* of this semester allowing you to finish the course(s) you are presently taking, please let us know by checking the appropriate box below.

**Procedure if you wish to return:**

Once you are ready to resume studies simply contact the registrar in writing specifying when you would like to return. Upon notification, a registration packet will be mailed to the address identified below. Normally students have two years from their last enrollment to return and register for courses (the student's previous enrollment period and not the date in which this form is submitted determines the start of the two-year period). A student who has not taken a course within the two-year period will need to reapply through the Admissions Office. Students will then fall under the academic requirements as stipulated in the most recent catalog.

**Check one of the following:**

Leave of Absence \_\_\_\_\_ Withdraw from Seminary \_\_\_\_\_

If LOA, when do you tentatively expect to return? (semester/year) \_\_\_\_\_

If you are presently taking courses,  
do you wish to complete the semester? Yes \_\_\_\_\_ No \_\_\_\_\_

**Address:** (Where you can be reached  
after leaving the seminary)

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**Phone:** \_\_\_\_\_

**Date address is effective:** \_\_\_\_\_

**For Registration Office Use**

Date of last class attendance: \_\_\_\_\_

Type of leave: \_\_\_\_\_

Computer updated (status/grad. date): \_\_\_\_\_

File/Checksheet relocated: \_\_\_\_\_

Campus Notification completed:  
(Notify Accounting, Alumni, Financial Aid, Library)

**Reason for leaving: (Please answer on reverse side.)**

We would appreciate knowing the reason(s) why you are leaving (e.g. transferring to another school, vocational change, financial concerns, etc.). If you are leaving for reasons of dissatisfaction with the seminary, please let us know. Is there anything we could have done to prevent your withdrawal?