# Saint Louis University Scholarship Leave of Absence Policy

If a student cannot maintain these scholarship renewal requirements as detailed above, the scholarship student must submit this form, prior to the start of the semester in which scholarship policy noncompliance is contemplated. This form petitions for a Scholarship Leave of Absence which requests that we consider a student’s special circumstances that have caused his/her inability to comply with the renewal eligibility scholarship policy. If approved, this Scholarship Leave of Absence preserves the student’s remaining, unused semesters of scholarship eligibility for his/her anticipated return to Saint Louis University as a full-time, undergraduate (non-Professional Studies) scholarship student.

A Scholarship Leave of Absence cannot exceed one academic year in length. A scholarship leave of absence request that has not been approved before a student exits the University may not be approved.

To reactivate scholarship eligibility after receiving approval for a Scholarship Leave of Absence, students must notify the Office of Student Financial Services by the first day of the term they expect to return.

**Please Note:** Students leaving SLU to attend another University (other than an approved study abroad program) are not eligible. Also, if a Scholarship Leave of Absence is not granted to a scholarship student prior to leaving the University or enrolling as other than a full-time, fall/spring undergraduate (non-Professional Studies) student, the student’s Saint Louis University Scholarship eligibility will terminate without appeal. A scholarship student who submits a Scholarship Leave of Absence Request will be notified timely of its result.

Students are also encouraged to contact their academic advisor for specific information/procedure regarding a leave of absence with Saint Louis University.

Students who cease at least half-time enrollment may be required start repayment of their student loans. Parents whose student ceases at least half-time enrollment may be required to start repayment of the Parent PLUS loan. Please contact your lender for further details and repayment/deferment options.
For a scholarship student to apply for a Saint Louis University Scholarship Leave of Absence, the student must complete the steps outlined below, and upon completion, submit this signed document to the Office of Student Financial Services along with any necessary supporting documentation.

***Upon receipt of this document, it will be reviewed timely by the Scholarship committee, after which you will be informed of their decision.

STEP ONE: Indicate the reasons and/or mitigating circumstances for requesting this Scholarship Leave of Absence. Provide details below in the space provided.

   ____ Internship   ____ Other (please explain below)
   ____ Study Abroad Program

STEP TWO: State why an exception to the University’s Renewal Scholarship Policy should be made in your case (attach additional sheets if necessary).

STEP THREE: If a Scholarship Leave of Absence is granted to you, when do you wish to leave?

   Term/Semester: ______________________ Year: __________

   If a Scholarship Leave of Absence is granted to you, when is your anticipated re-enrollment to fulltime, undergraduate status?

   Term/Semester: ______________________ Year: __________

Student’s Signature ___________________________ Date ________________

Office use only: □ Approved ___________/Date: ____________ □ Denied ___________/Date: ____________