TRINITY COLLEGE OF NURSING & HEALTH SCIENCES
IOWA HEALTH SYSTEM

Leave of Absence Form

Student Name: _____ ID#: _____

Students who are performing satisfactorily and find it necessary to interrupt their course of study for personal reasons may be granted a Leave of Absence (LOA) upon approval of their advisor. A student will not be granted more than two leave of absences in a 12 month period. The leave of absence or any additional leave of absence may not exceed 180 days in any 12 month period. If a student leaves without properly processing a LOA, a grade of "F" may be assigned for incomplete courses and refunds will not be granted. Transcripts will not be issued unless all financial obligations to the College are met.

STUDENT

I am requesting a leave of absence from the _____ Program at Trinity College of Nursing & Health Sciences. The reason for my leave of absence is:

_____

_____

I plan to return to the program (mm/dd/yyyy) _____ / _____ / _____

I have read the Refund Policy in the College Catalog.

Student Signature: _____ Date: _____

ADVISOR

Is Student registered for courses in upcoming term?
☐ Yes ☐ No (If Yes, please drop via portal)

Is Student currently enrolled in Gen Ed classes?
☐ Yes ☐ No

☐ Add/Drop Form completed for all course work?

Is Student a Trinity Employee?

☐ Yes ☐ No

If No, was Photo Badge returned?

☐ Yes ☐ No (student will be billed $45)

Advisor Signature: _____

Date _____

FINANCIAL AID SPECIALIST

☐ Financial Aid Policies reviewed

☐ Exit Interview conducted/mailed

☐ NSLDS Updated

Official Date of Leave of Absence: _____

Financial Aid Specialist Signature: _____

Date _____

BURSAR

☐ Charges Paid in full

☐ Refund Policy reviewed

☐ Transcript Policy reviewed

Bursar Signature: _____

Date _____

EXECUTIVE ASSISTANT

☐ Notification of badge code removal from doors

Exec. Asst. Signature: _____ Date: _____

APPROVALS

Dean Signature: _____ Date: _____

Student Services Director Signature: _____ Date: _____

☐Removed from MLI List ☐Processed in CAMS Date: _____

White Copy - Student File Yellow Copy - Advisor Pink Copy - Student