

Saint James School of Medicine

LEAVE OF ABSENCE REQUEST FORM

Anguilla Campus: Albert Lake Drive, The Quarter, A-I 2640, Anguilla • Phone: 773-765-4697 • Fax: 264-497-5125

Bonaire Campus: Plaza Juliana 4, Kralendijk, Bonaire, Netherlands Antilles • Phone: 599-717-2150 • Fax: 599-717-2151

St. Vincent Campus: Cane Hall, Saint Vincent and the Grenadines

Administrative Office: C/o Human Resource Development Services Inc. • 1480 Renaissance Drive, Suite 300, Park Ridge, IL 60068

Phone: (800) 542 1553 • Fax: (847) 298 2539 • Web: www.sjsm.org • Email: Records@mail.sjsm.org

INSTRUCTIONS

Students are not encouraged to take a leave of absence from their studies. Preparation for the USMLE is best accomplished by completing the program in the allotted 16 months followed by the clinical rotations. Therefore, a leave of absence (LOA) from school may be granted only under extraordinary circumstances. The following guidelines must be followed when applying for a leave of absence:

- During the Basic Sciences, the Dean of Basic Sciences must be consulted prior to applying for an LOA.
- During the Clinical Sciences, the Registrar's Office should be contacted directly prior to applying for an LOA.
- An LOA may be granted for a maximum of one semester (16 weeks) at a time.
- Valid documentation supporting the need for an LOA must be submitted with the completed application, e.g. medical report, legal notice, legal documents, etc.
- The completed application for a LOA must be submitted to the Office of the Registrar at least 6 weeks prior to the start of the anticipated LOA. Failure to do so may result in denial of LOA.
- The refund policy of the school will apply if an LOA is taken after the start of the semester.
- If a LOA is approved, it is advisable for the student to inform their respective professors. The student must report back for classes by the date indicated on the LOA application. Only in extraordinary circumstances will a student be granted an extension of an LOA into the next semester. This is dealt with on a case by case basis.
- A new leave of absence application must be completed and supporting documentation must be submitted to the Registrar's office for approval when requesting an extension of a LOA.
- The final decision pertaining to an LOA request will be at the discretion of the Office of the Registrar.

SEND COMPLETED FORM TO: **Via Fax:** (847) 298 2539 • **Via Email:** Records@mail.sjsm.org

Via Mail: Human Resource Development Services Inc., 1480 Renaissance Drive, Suite 300, Park Ridge, IL 60068

TO BE FILLED OUT BY STUDENT

*****ALL FIELDS ARE REQUIRED TO BE FILLED OUT OR WILL NOT BE PROCESSED*****

Program? Basic Science Clinical Science Campus? Anguilla Bonaire St. Vincent

Full Name: _____ Student ID#: _____

Mailing Address: _____

Phone: _____ Email: _____

Reason for academic leave of absence: (can also complete on separate paper and include with this form)

Start Date for LOA: _____ End Date for LOA: _____

Student's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved Denied On hold

(Registrar's Office) Signature: _____ Date: _____

Refund amount: _____ Approved by: _____ Date: _____