



Leave of Absence Request Form and Policy

Student seeking a Leave of Absence (LoA) must:

1. Read the policy on the other side of this form, noting the scope of the Leave of Absence.
2. Set an appointment with the Director of the Brethren Academy of Ministerial Leadership (BAML) by phone or synchronous video: phone 765-983-1820
3. Complete this LoA form and submit it directly to the BAML through the Administrative Assistant of the BAML.
4. A Leave of Absence is approved for up to two sessions at a time with a maximum of four consecutive sessions.

Student Name _____

Ministry Training Program: _____ TRIM _____ EFSM

Select appropriate session(s):

Session I (January 1 – June 30) _____

Session II (July 1 - December 31) _____

Calendar Year _____

Reason for Leave of Absence (please attach)

Student Signature

date _____

Signature of the District TRIM/SeBAH Coordinator or
EFSM/EPMC Supervising Pastor

date _____

Signature of the Director, Brethren Academy for Ministerial Leadership

date _____

Please indicate if any other Leaves of Absence have been granted, and when: _____

Office Use Only

BAML approval date _____ BAML approved renewal date _____

Paperwork will be kept in student's file in the office of the Brethren Academy for Ministerial Leadership.

Leave of Absence Policy

A student may take an official Leave of Absence for up to two calendar years (four academic sessions) if faced with health, family, professional, financial or other concerns that interfere with their studies. A student must apply for a Leave of Absence using the form provided or from the Brethren Academy website and follow all aspects of the Leave of Absence policy. Leave time granted may not total more than two calendar years/four academic sessions per EFSM student.

The BAML may at its discretion, grant leave of absence status for professional or personal reasons. Leave of absence status includes the following arrangements, privileges, and fees:

1. Will continue to receive communications from the Brethren Academy office, such as newsletters, course brochures and other announcements via email.
2. District fees and routine Brethren Academy processes apply during the Leave of Absence year. However, Student and Congregational fees will be waived during the Leave of Absence year.

Withdrawal

If a student finds that TRIM is not the appropriate ministry training for themselves and chooses to withdraw, the student must notify their district and report the decision to the Brethren Academy Office.

*This form is adapted from the Leave of Absence Request Form and Policy of the Educational Policies and Assessment Committee of Bethany Theological Seminary: October 15, 2015.

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