



Brethren Academy  
for Ministerial  
Leadership

## Leave of Absence Request Form and Policy

### Student seeking 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. Complete this LoA form and submit directly to the district TRIM coordinator or EFSM supervisor, who will then submit it to [academy@bethanyseminary.edu](mailto:academy@bethanyseminary.edu).
3. 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) \_\_\_\_\_ (Year)

\_\_\_\_\_ Session II (July 1 - December 31) \_\_\_\_\_ (Year)

Reason for Leave of Absence (please type below or attach)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the District TRIM Coordinator or EFSM 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: \_\_\_\_\_

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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 TRIM / 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 / EFSM 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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