



Maalot Institutes of Torah  
6530 N. 7<sup>th</sup> St. Phoenix, Arizona 85014  
(480) 454-7228 [maalotcollege.org](http://maalotcollege.org)

**Request for Leave of Absence (LOA) during the term**

Name of Student \_\_\_\_\_

Start Date LOA \_\_\_\_\_ End date LOA \_\_\_\_\_

Name & No. of course \_\_\_\_\_ Semester \_\_\_\_\_

Instructor \_\_\_\_\_

Reason for request of LOA \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note that should a student fail to return on the designated end date of the LOA, the student will automatically be withdrawn from the course. See refund policy in the Student handbook for further details. This may incur a grade of F depending on when the LOA was requested.

Please return this form to: [Maalotinfo@maalotinstitutesoftorah.com](mailto:Maalotinfo@maalotinstitutesoftorah.com)

**For office use only**

Request granted \_\_\_\_\_

Signature of Instructor \_\_\_\_\_

Signature of Dean or Director \_\_\_\_\_

Signature of Student making the request \_\_\_\_\_