



# St. Mary's College of Maryland

at Historic St. Mary's City

## Leave of Absence

This sheet contains all of the information you will need to take a leave of absence from the College. This completed sheet must be submitted before the first day of exam week in which the leave is to begin.

A **leave of absence** is a request to leave temporarily for a specified period of time. Leaves are restricted to a maximum of three semesters (including the semester in which the leave begins).

Leaving the College is a serious decision. Staff members need to understand the student's reason for the leave and must approve the request. Many offices of the College are involved in processing a leave of absence.

1. **Office of the Registrar** - records your status officially and notes the correct forwarding address for both resident and commuter students.
2. **Office of Academic Services** - will help you understand your options and the implications for your coursework, even if you decide to stay enrolled.
3. **Office of Financial Aid** - requires a Title IV loan exit interview to be completed at [www.mappingyourfuture.org](http://www.mappingyourfuture.org). There are strict state and federal guidelines that have implications for transferring, repayment, and status if leave is taken.
4. **Business Office** – office personnel track and clear your student account. See the refund schedule below.
5. **Office of Residence Life** - records any changes in your housing status.
6. **Counseling and Health** – can assist if the leave is due to medical or mental health reasons.

**In order to apply for a leave of absence**, you must have an exit meeting with one of the following staff members who will sign this form after completing the meeting.

Associate Dean of Students/Director of Residence Life (GL 150)

Assistant Vice President of Academic Services (GL 230)

Assistant Vice President of Academic Administration (GL 254)

Director of Counseling Services or Health Services (Chance Hall) (only for mental health/medical leaves)

Dean of Students (CC 143)

### Financial Aid

If you are taking a leave of absence from the College and have been receiving a Title IV loan, you must complete your loan exit interview at [www.mappingyourfuture.org](http://www.mappingyourfuture.org).

### The following provisions apply to the Leave of Absence policy:

1. Any degree-seeking student may be granted a leave of absence up to a total of one and one-half years (three semesters, including the semester in which the leave is granted).
2. Students who are dismissed from the College due to a judicial sanction or due to academic dismissal are not eligible to take a leave of absence in lieu of the sanction or dismissal.
3. Students who take a leave of absence for medical reasons must be approved for return by the Dean of Students.

### Tuition, Room, and Board Refund Information:

Before classes begin, 100% of tuition, board, and mandatory fees will be refunded. 20% of the room cost will be forfeited. As of the first day of classes, mandatory fees are non-refundable. Meal plans are prorated on a weekly basis. After classes begin, the following refund schedule applies to students taking a leave of absence.

80% of tuition and room cost will be refunded only prior to the end of the second week of classes.

60% of tuition and room cost will be refunded only during the third week of classes.

40% of tuition and room cost will be refunded only during the fourth week of classes.

20% of tuition and room cost will be refunded only during the fifth week of classes.

After the fifth week of classes, no tuition, and room cost will be refunded.

Cc:	Registrar	Business Office	ARC Director
	Academic Services	Financial Aid	Public Safety
	Health and Counseling Services	Residence Life	Student Activities
	Dean of Students	One-Card Coordinator	

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Class Standing: \_\_\_\_\_

Personal Email Address \_\_\_\_\_ Phone #: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Please check:  campus resident       commuter      Are you on a meal plan? \_\_\_\_\_  
 full time       part time

Period of leave begins: **fall** or **spring** of \_\_\_\_\_. I expect to return for the **fall** or **spring** of \_\_\_\_\_.  
(circle one) (year) (circle one) (year)

Effective date of leave: \_\_\_\_\_

Date of departure from residence hall (must be within 48 hrs. of leave date): \_\_\_\_\_

\*Concerns about housing & deposits should be discussed with the Office of Residence Life as soon as possible.  
\*Prior to returning from leave, the student is responsible for meeting all deadlines for deposits, notifications, and payment of fees as a continuously enrolled student.  
\*If you have a student loan, please be aware that repayment of your loan may start during your leave.  
\*You will be withdrawn from all courses on the effective date of your leave.

**Exit meeting:** This section is to be filled out with the Associate Dean of Students, Assistant VP for Academic Services, Assistant VP for Academic Administration, Director of Counseling or Health Services, or the Dean of Students during the exit meeting.

**Reasons for leaving (check all significant reasons):**  
\_\_\_ financial    \_\_\_ medical\*    \_\_\_ family    \_\_\_ transportation    \_\_\_ academic  
\_\_\_ military    \_\_\_ work    \_\_\_ course choices    \_\_\_ major    \_\_\_ relocation    \_\_\_ schedule  
\_\_\_ transfer to another college (please name) \_\_\_\_\_  
\_\_\_ other (please explain) \_\_\_\_\_

\*Student needs special permission from the Dean of Students to return.

I have read and completed this entire Leave of Absence sheet, and I understand and agree to comply with the instructions stated below:

- I am responsible for settling all current student accounts within ten days of the effective leave date.
- I am responsible for notifying the Registrar's Office by February 15 (to return in the fall) or October 15 (to return in the spring).
- I am responsible for notifying the Office of Residence Life by February 15 (to return to housing in the fall) or October 15 (to return to housing in the spring). Students who need Dean of Students approval to return must provide the required documentation to Counseling/Health Services by these dates.
- I understand that if I do not return within three semesters my status will be changed to Withdrawn.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Required Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
College Administrator as noted above