



Withdrawal and Leave of Absence

This sheet contains all of the information you will need to withdraw from the College or take a leave of absence. This completed sheet must be submitted no later than the last day of classes of the semester in which the leave is to begin.

College withdrawal indicates that you plan to leave and not return. If you change your mind and decide to return at a later date, **you will need to reapply for admission** as new students do.

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).

Many offices of the College are involved in processing a leave of absence or withdrawal:

1. **The Vice President and Dean of the College or the Associate Provost** - Leaving the College is a serious decision. The Vice President and Dean of the College or Associate Provost (or an appropriate representative) must understand and approve this request.
2. **Office of the Registrar** - records your status officially and notes the correct forwarding address for both resident and commuter students.
3. **Office of Academic Services** - will help you understand your options and the implications for your coursework, even if you decide to stay enrolled.
4. **Office of Financial Aid** - requires an exit interview in person. There are strict state and federal guidelines that have implications for transferring, repayment, and status if leave is taken.
5. **Business Office** – office personnel track and clear your student account. See the refund schedule below.
6. **Office of Residence Life** - records any changes in your housing status.

In order to apply for a leave of absence or withdrawal, you must have either the Associate Provost or the Vice President and Dean of the College (or an appropriate representative) sign this form after completing an exit meeting. If you are withdrawing from the College or taking a leave of absence and have been receiving financial aid, you must also visit the Office of Financial Aid to complete a financial aid exit interview. At that time, a representative from financial aid can sign off on this form. Please return this form, with all signatures complete, to the Office of the Vice President and Dean of the College, Calvert Hall Room 102, or to the Associate Provost in the Office of Academic Services, Anne Arundel Hall Room 100.

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. If a student is academically dismissed at the end of the semester preceding the semester for which the leave of absence is conditionally granted, the approval of leave is canceled automatically.
3. Students who take a leave of absence for psychological reasons must be approved for return by the Vice President and Dean of the College.

Tuition Refund Information:

Before classes begin, 100% of tuition and mandatory fees will be refunded. As of the first day of classes, mandatory fees are non-refundable.

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 or fees will be refunded.

Board refunds are prorated from the date of withdrawal.

Cc: Registrar
Academic Services
Health and Counseling Services
Office of the Vice President & Dean of the College

Business Office
Financial Aid
Residence Life
One-Card Coordinator

Student Name: _____ ID#: _____ Phone#: _____

Campus/Local Address: _____ Personal Email Address _____

Forwarding Address: _____

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

I am taking a leave of absence _____ I plan to withdrawal from the college _____

For leave of absence students only:

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

Do you intend to finish the coursework in which you are currently registered? _____

Departure from residence hall – Anticipated _____ Actual _____

Concerns about housing & deposits should be discussed with the Residence Life office 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.

For withdrawal students only:

Withdrawal will begin on _____

Do you intend to finish the coursework in which you are currently registered? _____

Departure from residence hall – Anticipated _____ Actual _____

Concerns about housing & deposits should be discussed with the Residence Life office as soon as possible

Exit meeting: This section to be filled out with the Vice President and Dean of the College, Associate Provost, or an appropriate representative during the exit meeting.

Reasons for leaving (check all significant reasons):

financial medical psychological* 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 Vice President and Dean of the College to return.

Staff Member _____ Title _____

I have read and completed this entire Withdrawal and Leave of Absence sheet, and I understand and agree to comply with the instructions stated within. I also understand that I am responsible for settling all student accounts in a timely manner.

Student Signature: _____ Date: _____

Office of Financial Aid _____ Date: _____
(only if you have received financial aid)

Required Signatures: _____ Date: _____
Associate Provost - or - Vice President and Dean of the College