

## Leave of Absence from the University

Effective date (check one)  Immediately (only available thru the last day to Withdraw, 'W', from a course)  
 End of the current semester/term

When are you planning to return to FPU? \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

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

### Checklist and Directions

- A) If you are completing this form and the semester is currently in session, please complete both sides of this form and obtain necessary signatures in the order below.
- B) If you are completing this form and it is currently Winter or Summer break, you will need to complete both sides of this form and **only** need to obtain the Financial Aid and Registrar's Office signature.

- Student Affairs:** Meet with a staff person in Student Affairs (New Hampshire Hall).

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

- Residence Life:** Meet with Mary Call in the Office of Residence Life (New Hampshire Hall) to receive move out procedures. Campus Address \_\_\_\_\_

Residence Life Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Financial Aid:** Meet with a financial aid counselor at Student Financial Services (Coles Hall) to learn:
  - o What will happen with current aid and/or loans;
  - o Your financial aid may be reduced if you have not completed at least 60% of the semester;
  - o Exit interview, including when you will start repaying your student loans.

Financial Aid Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Student Accounts:** Review the Refund Policy statement on the Student Accounts webpage.
  - o Meet with the a staff member of Student Financial Services (Coles Hall) if you have questions about your balance;
  - o If you have a balance as a result of your withdrawal you will receive a final bill after the close of the current semester;
  - o Transcripts will not be issued by the University Registrar for students with outstanding financial obligations.

- University Registrar:** When both sides are completed, submit this form to the Office of the Registrar (DiGregorio Building). Note: Not attending class(es) or stopping payment is not considered an official withdrawal from the University and the student is responsible for all tuition and fee liabilities. A student is not officially withdrawn from the University until this form has been completed and has been validated by the Office of the University Registrar.

**Final Grades:**

- o Withdrawal after the Course Add/Drop Period and before the deadline to Withdraw, 'W', from a course will receive 'W's in all courses. (See current Academic Calendar for exact dates/deadlines.)
- o Withdrawal from the University after the deadline to Course Withdrawal Period ends results in receiving a final grade in all courses.

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office of the University Registrar Use Only:** Notification Date: \_\_\_\_\_ NSC: \_\_\_\_\_ Survey: \_\_\_\_\_

**Be sure to complete both sides**

# Questionnaire

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Reasons for Leave of Absence: Select all that apply under each area

## Personal Reasons

- Medical or mental health difficulties
- Family medical or mental health difficulties
- Personal difficulties
- Learning difficulties
- Cannot reconcile work and class schedules
- Service in the armed forces (including those called to active duty)
- Service with a foreign aid service of the federal government such as the Peace Corp
- Service on official church missions

## Academic Reasons

- Difficulty balancing/managing college workload
- Did not access academic support services

## Financial Reasons

- Encountered unexpected change in finances
- Did not receive financial aid
- Did not receive enough in Grants or Loans
- Found financial obligation to be too hard on self/family
- Entering work-force full-time

## Social Reasons

- Living on-campus
- Living off-campus
- Commuting from home

Additional Comments: please let us know of anything else you would like to share.

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