

Leave of Absence/Exit Interview

Office of Student Affairs • 82 Washington Square East, 2nd Floor, NY, NY 10003

(212) 998-5065

Student Information

<input type="radio"/> Ms <input type="radio"/> Mr						N	
First Name		Last Name		ID Number			
Permanent Address: Street		City		State		Zip Code	
						Telephone During Leave	
Local Address: Street		City		State		Zip Code	
						Current Telephone	
Department		Major		Advisor		<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	
						Points Completed	
						Email Address	

Instructions: First, read the back of this form for important information; fill out the Student Information box and **either** the Leave of Absence or Student Exit sections below with a **ballpoint pen**. Next, take this form to your advisor for approval. After getting your advisor's signature, bring this form with you to Counseling Services, (212) 998-5065, for a Leave of Absence or Student Exit interview with a counselor. Counseling Services will update your student record.

Leave of Absence: Leaves of absence do not carry a fee, but you will not have access to University facilities during this period. You may be granted up to two semesters for a leave of absence, and you **must** have an advisor's approval.

Leave begins: <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	I intend to return: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Did you complete registration for the semester in which you are requesting a leave? If YES, you must obtain a Drop/Add form to officially withdraw from your current courses.			Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you withdraw from any courses during the semester for which you are requesting a leave?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you receive Financial Aid?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you living in University Housing?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you an International Student?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If you selected YES, what is your visa status?		Visa:	

Student Exit: I do not intend to return to NYUSteinhardt. I understand that my matriculation will be terminated, and I will be required to re-apply if I decide to return to the University.

Exit begins	Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>	Year
Did you complete registration for the semester in which you are terminating matriculation? If YES, you must obtain a Drop/Add form to officially withdraw from your current courses.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Did you withdraw from any courses during the semester for which you are requesting a leave?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you receive Financial Aid?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you living in University Housing?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you an International Student?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If you selected YES, what is your visa status?		Visa:

I have read and understand the terms on the reverse side pertaining to my leave of absence/termination of matriculation. Your request will be invalid without your agreement to these terms.

Student's Signature	Date	Advisor's Signature	Date	Registration Services Signature	Date
---------------------	------	---------------------	------	---------------------------------	------

Office of Counseling/Student Services Use ONLY	
Counseling Services Signature	Date
Reason: <input type="checkbox"/> Academic <input type="checkbox"/> Environmental <input type="checkbox"/> Financial <input type="checkbox"/> Medical <input type="checkbox"/> National Service <input type="checkbox"/> Personal <input type="checkbox"/> Other <input type="checkbox"/> Study Abroad	

Leaves of Absence

If you do not wish to attend NYUSteinhardt for one semester or for an academic year, you may request an official leave of absence for up to two semesters during your course of study. A leave of absence requires advisor approval. You must adhere to all terms and conditions for a leave of absence and your return from this absence as described in this form.

NYUSteinhardt does not grant leaves after the third week of the semester unless you have compelling personal or medical reasons. **Any refund or cancellation of billing will follow the University schedule for refunds.** If NYUSteinhardt grants you a leave of absence, you do not have to make a formal application for readmission. However, you must return to the school within the agreed-upon time, which is a maximum of two semesters. While you are on leave you are responsible for all deadlines (e.g. financial aid, housing). **When returning from a leave of absence, contact your advisor for advisement and registration.** A leave of absence from New York University (NYU) precludes you from taking courses at another academic institution without prior approval from your academic program, department, or school. You should understand that you may not be entitled to continue using NYU services (computers, email access, libraries, Coles Sports Center, etc.) during the period of your leave.

Medical Leaves of Absence

If you are seeking a leave of absence for a medical or psychological condition, you must provide appropriate documentation from an attending health care professional. This documentation should include:

- diagnosis of the problem
- prognosis of treatment and recovery
- any limitations on employment or class participation

Your request for a medical leave of absence from the Student Health Center must be accompanied by a referral and recommendation. You are also required to obtain a recommendation for return from your health care provider and authorize the release of any relevant information necessary to assess your readiness to return. You should be assessed by the University Counseling Services (998-4780) and/or University Health Services **before** taking the leave as well as upon your **request for return** to expedite the process.

Advisor's Approval

Advisors should review this request with you to determine whether or not you will be able to complete your program within the prescribed time limits. If you receive approval to take time off beyond the two semesters of a leave of absence, you **must** register for Maintenance of Matriculation. You must also inform your academic program, department or school at least six weeks prior to the registration period for the semester of your return. You should be aware that your leave may affect your ability to pre-register for the semester in which you return.

NYU Housing

If you live in a residence hall, you must contact the Housing Office, 212-998-4600, regarding the change in your residential status, and you must adhere to payment and registration deadlines should you petition to live in housing when you return to New York University. Housing may not be guaranteed upon return from a leave.

You must inform the Housing Office at least six weeks prior to registration for the semester in which you are scheduled to return if you wish to apply for campus housing. University Housing will release you from your housing license with proof of an official leave of absence. If you have a medical leave of absence, you are eligible to return to housing with your prior status. If you take a leave of absence for any other reason, you are **not** guaranteed housing and may only apply for housing on the waitlist. You must also inform the Moses Center for Students with Disabilities at least six weeks prior to registration of your intended return if you were registered with the Center before taking a leave of absence.

Financial Aid/Student Loans

You should meet all financial aid deadlines for the semester in which you plan to return to the University. If you take a leave of absence you may be required to **immediately repay** financial aid for the semester(s) you are on leave. You must notify the Office of Financial aid **in writing** of your leave of absence or termination of matriculation. For further information contact the Office of Financial Aid, 25 West 4th Street, 212-998-4444. A leave of absence or termination of matriculation does **not** exempt you from student loan repayment.

Student Health Insurance

You may be eligible for enrollment in the Student Health Insurance Plan during an official Leave of Absence. You can download the Leave of Absence Enrollment Form from www.nyu.edu/shc/forms/ or request one from the NYU Student Health Insurance Services Office, 212-443-1020 or Chickering Claims Administrators, Inc., 800-466-4148.

International Students

If you are an international student holding an F1 or J1 visa, a leave of absence will affect your visa status. You must contact the Office of International Students and Scholars, 561 LaGuardia Place, 212-998-4720, to review the status and requirements pertaining to your matriculation while on leave from the University.