

## Leave of Absence/Exit Interview

**Student Information**

First Name		Last Name		ID Number	
Permanent Address: Street		City	State	Zip Code	Telephone During Leave
Local Address: Street		City	State	Zip Code	Net ID
Department	Major	Advisor	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate	Units Completed	Preferred Email Address

**Instructions:** 1) Complete the **Student Information** and either the **(A) Leave of Absence** or the **(B) Student Exit**. 2) Obtain your **advisor's signature** for approval. 3) Submit form to **Counseling & Student Services**, 82 Washington Square East **OR** by phone 212-998-5065.

**A) Leave of Absence:**

Leave begins: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Winter	Year	Returning: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Winter	Year
Did you complete registration for the term in which you are requesting a leave? If YES, you must complete the Term Withdrawal form through <i>Albert</i> OR obtain a Drop/Add form to officially withdraw from your current courses.			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:	

**B) Student Exit:** I do not intend to return to NYU **Steinhardt**. I understand that my matriculation will be terminated. I will be required to re-apply if I decide to return to the University.

Termination of Matriculation effective as of:	<input type="checkbox"/> Fall <input type="checkbox"/> Spring ( <input type="checkbox"/> Summer <input type="checkbox"/> Winter – online only )	Year	
Did you complete registration for the term in which you are terminating matriculation? If YES, you must complete the Term Withdrawal form through <i>Albert</i> OR obtain a Drop/Add form to officially withdraw from your current courses.			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 Signature	Date	Registration Services Signature      Date

<b>Office of Counseling &amp; Student Services Use ONLY</b>	
	Counseling & Student Services Signature      Date
<b>Reason:</b> <input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Medical <input type="checkbox"/> National Service <input type="checkbox"/> Personal <input type="checkbox"/> Other	

**Leaves of Absence**

If you do not intend to attend NYU Steinhardt for one term or for an academic year, you may request an official leave of absence for up to two terms 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 as described in this form. Leaves of absence do not carry a fee, but you will not have access to University facilities during this period.

NYU Steinhardt does not grant leaves after the third week of the term unless you have compelling personal or medical reasons. Any refund or cancellation of billing will follow the University schedule for refunds. If NYU Steinhardt 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 terms.

**While you are on leave you are responsible for meeting all deadlines (e.g. financial aid, housing, etc.).**

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 are not eligible to access/use NYU services (computers, libraries, recreational facilities, Student Health Center, etc.) during the period of your leave. If you require University services or academic support, it is recommended that you register for maintenance of matriculation.

**Medical Leaves of Absence**

If you are seeking a leave of absence for a medical or mental health & wellness issue, you must provide appropriate documentation from the NYU Counseling & Wellness Services and/or NYU Student Health Center (726 Broadway, 3rd & 4th floors, NY, NY 10003) along with any supporting documentation from your healthcare provider.

**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. You must also inform your academic program, department or school prior to the registration period for the term of your return. You should be aware that your leave may affect your ability to pre-register for the term in which you return.

**NYU Housing**

If you live in a residence hall, you must contact the Housing Office, 212-998-4600 or [housing@nyu.edu](mailto:housing@nyu.edu) 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 is not guaranteed upon return from a leave.

**Financial Aid/Student Loans**

You should meet all financial aid deadlines for the term 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, loans disbursements, etc. for the term(s) you are on leave.

**A leave of absence or termination of matriculation does not exempt you from student loan repayment.**

For further information contact the Office of Financial Aid, 25 West 4th Street, 212-998-4444.

**Student Health Insurance**

You may be eligible for continued enrollment in a Student Health Insurance Plan for 90 days beyond the end of the period for which you had originally paid for coverage. Please contact NYU Student Health Insurance Services at 212-443-1020 or [health.insurance@nyu.edu](mailto:health.insurance@nyu.edu) for more information.

**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 Global Services (OGS), 561 LaGuardia Place, 212-998-4720, to review the status and requirements pertaining to your matriculation while on leave from the University.

**Process for Returning from Leave of Absence**

**Medical leave** – you must submit a certificate of readiness to return and gain clearance from the Student Health Center/Counseling & Wellness (SHC/CWS); permission to return will be forwarded, in writing, to the Steinhardt Office of Counseling & Student Services by SHC/CWS.

**Other types of leaves** – meet with your departmental academic advisor for clearance to return to classes.