

Leave of Absence/Permanent Withdrawal Form

Date: _____ Term: SU FA SP 20_____

Name: _____

Last
First
M.I.

Academic Program: _____ SS #: _____ - _____ - _____

LCID#: _____

I have read both sides/pages of this form completely.

LC Email: _____

Signature: _____
Not required if submitting via your LC email address

Phone #: _____

Request to Withdraw from All Course(s): List course(s) currently registered

Synonym	Dept.	Crse. #	Sec.#	CR Hrs	Course Title	Date Rec'd in Reg Office	Dept. Init.

Instructions: See Graduate Academic Calendar for official drop dates. The date the Registrar's Office receives the signed withdrawal form is the date used for adjusting charges and financial aid (if applicable). Please fill out the form completely and return to the Office of the Registrar.

Withdrawing from current semester only, returning _____, _____.

Semester
Year

Reason: _____

Withdrawing from current semester, not returning to Lewis & Clark College.

Reason: _____

Deferring enrollment until _____, _____.

Semester
Year

Reason: _____

Request for Leave of Absence

Taking a Leave of Absence, returning _____, _____.

Semester
Year

Reason: _____

If you are pre-registered for the next semester, the Office of the Registrar will drop those courses.

Have you spoken with your advisor? Yes No Advisor Name _____ Date _____

Withdrawal Instructions

To request a withdrawal from all courses or to apply for a leave of absence, fax, mail, or email the completed form to the address or number above or return the form to the Graduate Registrar's office.

The date the Registrar's office receives the signed withdrawal form is the date used for adjusting charges. For students who find it necessary to withdraw from the College, the **Tuition Adjustment Policy** after the end of the Add/Drop period is:

- * 0% - 1% of course completed – Reverse 100% of tuition charges
- * 2% - 10% of course completed – Reverse 80% of tuition charges
- * 11% - 25% of course completed – Reverse 50% of tuition charges
- * 26% - 50% of course completed – Reverse 25% of tuition charges
- * 51% or more of course completed – No reversal of tuition charges

Note: Individual section fees are nonrefundable when dropping a course on or after the first day of class after the Add/Drop Period.

Financial Aid Withdrawal Policy: For students who have received federal financial assistance and who formally withdraw from the College, a calculation according to federal regulations is performed to determine which funds are to be returned to the appropriate program(s) by the School and/or the student.

Financial aid recipients are encouraged to contact the Office of Student Financial Services at 503-768-7090 or sfs@lclark.edu before withdrawing, as eligibility for financial aid may be affected.

If you receive a cash disbursement from your student account as a result of financial aid funding and then subsequently withdraw from the College, you may be required to repay the cash disbursement to Lewis & Clark College in order to refund the applicable financial aid programs. The amount of federal financial aid repayment is calculated based on the number of days in the semester you do not attend as a result of your withdrawal.

Leave of Absence Policy

If a student wishes to leave Lewis & Clark College for a period of time, it is possible to request a leave of absence. If a leave is granted, the student is allowed to return to the College without a formal readmission application. Except for extraordinary circumstances, the maximum leave that may be granted is for one year. If the leave is for one year or less, all academic requirements in effect for that student at the time the leave is granted remain in force upon the student's return. The leave should be requested prior to the beginning of the semester to be taken off, but exceptions may be made in the case of extenuating circumstances. Programs of study must be completed within five years of matriculation, and approved leaves of absence do not affect this requirement.

Students who have not been given a leave of absence and who remain unenrolled for 12 months, or who return after a period of time exceeding that granted in the leave, may, at the discretion of their academic department, be required to apply for readmission to the Graduate School of Education.

Please note the following:

- If you are a recipient of Financial Aid and are taking a leave of absence of 6 months or longer, it could affect your loan payoff. Contact the Office of Student Financial Services to be certain you understand the terms of your financial obligations.
- Contact the Cashier and Credit Office to make certain your account is settled prior to leaving the College.
- If you plan to enroll in courses elsewhere, consult with your advisor and the Graduate School Office of the Registrar to be sure that the credits you plan to complete will transfer. Transcripts of all completed coursework should be sent to the Office of the Registrar prior to returning to the College.
- Prior to the semester in which you wish to re-enroll, you must contact (a) your advisor and department chair to arrange for the completion of your program, and (b) the Office of the Registrar to provide updated information regarding address changes and to request that your registration account be re-activated.

Should your plans for returning change for any reason, you should inform the department chair and the Office of the Registrar.