

UNDERGRADUATE LEAVE OF ABSENCE

For students who intend to leave the University and then return at some future time. If you are dropping your courses and filing for a leave of absence after the first week of classes, this is considered a semester withdrawal which may affect your transcript, tuition bill, scholarships, and financial aid. If you have student loans and you do not re-enroll within the loan repayment grace period you will have to begin loan repayment. Without filing this form, readmission may be denied. The request for a leave may be submitted for no more than one academic year at one time. A fee of \$20 for one semester or \$40 for a year is payable by cash, check (payable to Yeshiva University) or credit card (Visa or MasterCard) at the Office of Student accounts. Please note there is no fee for the Combined Plan in Engineering at Columbia.

Legal Name _____ **I.D. No.** _____
(Last, First, Middle)

Current Mailing Address _____		
<i>Number & Street or Dorm Building and Room number</i>		
<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Phone Number</i>	<i>Email</i>	

- Period for which leave is desired - specify semester(s) or academic year: _____
- School (s) from which leave is requested (check all that apply):
 IBC JSS MYP SBMP SCW SSSB YC (indicate major _____)
- Are you in the Combined Plan in Engineering at Columbia? ρ Yes, 3-2 ρ Yes, 4-2

• **Reason for requested Leave of Absence** *(Please note: If you plan to take courses for credit elsewhere, indicate where and attach an "Undergraduate Request for Outside Courses" form ("P10"), if credit is desired. You will **not** receive credit for study without this step):* _____

Signature of Student *Date*

For Office Use Only

Office of Student Finance:	
Fee received _____ Amount \$_____ Receipt No. _____ Student Billed _____ OSF Stamp	

Office of the Registrar:	
"Request for Outside Courses" form received? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List all previous leaves, if any. _____	
Signature _____ Date _____	

Action by School I: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected Comments: Signature: _____ Date: _____	Action by School II: <input type="checkbox"/> Approved <input type="checkbox"/> Rejected Comments: Signature: _____ Date: _____

Office of Student Affairs:	
Comments: Signature: _____ Date: _____	