

UNDERGRADUATE WITHDRAWAL/LEAVE OF ABSENCE APPLICATION

Name _____ Student ID # _____

Address _____

Effective Date of Withdrawal/Leave of Absence _____

Major _____ Credits Completed _____

1. Choose **ONE** option and complete the following information:

A. _____ ***Withdrawal from the University***

I do not intend to return to Mason Gross School of the Arts. I understand that if I terminate my matriculation, I will be required to re-apply to the University, should I decide to return.

Student's Signature Date

B. _____ ***Leave of Absence*** begins: Fall _____ Spring _____ Year _____

I intend to return: Fall _____ Spring _____ Year _____

Reason for Leave of Absence: _____

Re-Admit conditions if applicable: _____

I understand that a leave of absence does not carry a fee. While on leave, *I will not have access* to University facilities. I also understand that if my leave extends beyond one (1) year, I may be subject to withdrawal and/or a new talent assessment. In addition, renewal of a scholarship is not guaranteed. I am also aware of the re-admittance conditions, if applicable, as indicated above.

Student's Signature Date Department Approval Date

2. A. Do you receive financial aid? Yes _____ No _____

B. Do you receive a departmental scholarship? Yes _____ No _____

3. Are you living in Campus Housing? Yes _____ No _____

If you are living in Campus Housing, you must take a copy of this approved form to your housing office and surrender the keys to your residence hall room after you have vacated the premises.

4. Have all supplies, instruments, equipment, keys, etc., been returned? Yes _____ No _____

5. Have all personal studios and work areas been cleaned out? Yes _____ No _____

Dean's Approval Date

Please Note: Granting this leave is subject to the student being in good academic and financial standing. Re-admittance is subject to availability in the program.