

LEAVE OF ABSENCE

A leave of absence is required for any term of the Academic Year (Summer Terms excluded) for which a student does not wish to enroll in classes. For students with multiple degree programs or majors, please note that leaves of absence are only granted for all programs and majors. A leave of absence will not be granted from one degree program or plan at Stanford University in order to pursue another. Additional information regarding leaves of absence, refunds, etc., can be found in the *Stanford Bulletin*. Return the completed and properly endorsed form to: the Office of the University Registrar, Old Union Building, Room 141, 520 Lasuen Mall, Stanford, CA 94305-3005.

SECTION I: GENERAL INFORMATION

GRADUATE UNDERGRADUATE

STUDENT I.D. # _____ PHONE _____

NAME _____ EMAIL _____

ADDRESS, CITY, STATE, ZIP _____

DEGREE #1 _____ DEGREE #2 _____ DEGREE #3 _____

MAJOR _____ MAJOR _____ MAJOR _____

SECTION II: INTERNATIONAL STUDENTS

Nonimmigrant students and their dependents must maintain an appropriate visa status at *all times*. Additional information is available from the Foreign Student Adviser at Bechtel International Center.

Are you a U.S. permanent resident? Yes No. If not, please indicate Visa type, if applicable (e.g., J-1, F-1) _____

SECTION III: LEAVE OF ABSENCE

Complete this section if you wish to take a leave of absence from your program. Indicate if you wish to take a leave for one or more terms, or if you wish to extend a current leave. Leaves will not be granted for more than one year at a time. A leave of absence from your program may not exceed a cumulative total of two years. Complete 1 or 2, but not both.

1. Indicate the term(s) for which you are requesting an approved leave of absence (leaves will not be granted for more than one year at a time):
 - a) Indicate the term your leave will begin (check one): Autumn Winter Spring Academic Year _____ - _____
 - b) Indicate the term you will re-enroll (check one): Autumn Winter Spring Summer Academic Year _____ - _____
 - c) If granted, please indicate when you expect to graduate: Autumn Winter Spring Summer Academic Year _____ - _____
2. If this is an EXTENSION of a leave of absence, indicate the following (extensions will not be granted for more than one year at a time):
 - a) Indicate the term your present leave began (check one): Autumn Winter Spring Academic Year _____ - _____
 - b) Indicate the term your present leave will end (check one): Autumn Winter Spring Summer Academic Year _____ - _____
 - c) Indicate the term you NOW wish to re-enroll (check one): Autumn Winter Spring Summer Academic Year _____ - _____
 - d) If granted, please indicate when you expect to graduate: Autumn Winter Spring Summer Academic Year _____ - _____

SECTION IV: REFUNDS

If you are taking a leave before the first day of classes, you will receive a full refund of tuition. If you are taking a leave after the start of classes, you will receive a *pro rata* refund up to the first 60 percent of the quarter. After the first 60 percent of the quarter, there is no refund.

1. If you are taking a leave after the start of classes, what was the last day you attended classes? _____
2. Did you use Vaden Health Service after the start of classes? Yes No If yes, what was the last day of usage? _____

SECTION V: REASON (State your reason for requesting this leave)

SECTION VI: SIGNATURES (Obtain the appropriate signatures below.)

STUDENT SIGNATURE _____ DATE _____

ALL UNDERGRADUATE STUDENTS _____ RESIDENCE DEAN DATE _____

FRESHMEN AND TRANSFER STUDENTS _____ DEAN OF FRESHMEN AND TRANSFER STUDENTS DATE _____

GRADUATE STUDENTS _____ MAJOR DEPARTMENT CHAIR, DIRECTOR OF GRADUATE STUDIES, OR SCHOOL DEAN DATE _____

INTERNATIONAL STUDENTS (Except permanent residents) _____ BECHTEL INTERNATIONAL CENTER ADVISER DATE _____

RECIPIENTS OF VETERANS' BENEFITS _____ VETERANS' BENEFITS OFFICER, OFFICE OF THE UNIVERSITY REGISTRAR, OLD UNION DATE _____

REGISTRAR USE ONLY

Refund Type:*

Full: _____

Pro rata: _____

No refund: _____

Effective date of refund: _____

Degree Progress use only:
 Academic Standing use only:

Approved Denied Postponed
 Approved Denied Hold

Date: _____
 Date: _____

STANFORD UNIVERSITY— OFFICE OF THE REGISTRAR
LEAVE OF ABSENCE

Please Retain for Future Reference

A leave of absence is required for any term of the Academic Year (Summer Terms excluded) for which a student does not wish to enroll in classes. For students with multiple degree programs or majors, please note that leaves of absence are only granted for all programs and majors. A leave of absence will not be granted from one degree program or plan at Stanford University in order to pursue another. Additional information regarding leaves of absence, refunds, etc., can be found in the *Stanford Bulletin*. Return the completed and properly endorsed form to: the Office of the University Registrar, Old Union Building, Room 141, 520 Lasuen Mall, Stanford, CA 94305-3005.

Undergraduates who take a leave, and who are not subject to academic standing provisions, may enroll in the University for a subsequent quarter with the privileges of a returning student. Graduate students are subject to special registration requirements; see “Leave of Absence” in the “Graduate Degrees” section of the *Stanford Bulletin*.

REFUND POLICY: *Leaves of Absence Before the First Day of Classes*—Students who take a leave from the University voluntarily on or before the first day of classes will receive a full tuition refund. Such students are not included in University records as registered for the term.

Leave of Absence After the First Day of Classes—A student in good standing who voluntarily takes a leave from the University after the first day of instruction, but before the end of the first 60 percent of the term (quarter or semester) will receive a *pro rata* refund. A leave of absence after the first 60 percent of the term is only granted for approved health and emergency reasons. There is no refund after the first 60 percent of the term. Courses in which the student was enrolled after the drop deadline will appear on the students record and will show the grade of ‘W’ (withdrew).

RETURNING FROM A LEAVE: Each student is responsible for ensuring that the Office of the University Registrar has his or her correct address; please update your address on Axess. Submit a “Returning Student’s Request to Register” form to the Office of the University Registrar *one month* prior to the first day of classes for the applicable term to be eligible to enroll for the term.

STUDENT STATUS WHILE ON LEAVE: *Academic Status*—Students on an approved leave of absence retain their admitted student status; however, they are not registered and, therefore, do not have the rights and privileges of registered students. Students on leave may complete course work for which an Incomplete grade was reported in a prior term and are expected to comply with the one year maximum time limit for resolving Incompletes. Students on leave may file requests to change a major or degree level.

Graduate Students Only—Degree programs and candidacy must be valid in the term of reenrollment. Leaves do not delay candidacy or master’s program expiration dates. Failure to return as scheduled or to secure an extension of a prior leave will result in cancellation of registration privileges and a substantial reinstatement fee. Official department or University requirements (e.g., qualification examinations) cannot be fulfilled during the leave period.

INTERNATIONAL STUDENTS: Nonimmigrant students and their dependents must maintain an appropriate visa status at *all times*. Additional information is available from the Foreign Student Adviser at Bechtel International Center.

FINANCIAL AID: Refer to the *Financial Aid Handbook* or at <http://www.stanford.edu/dept/financial/special.html> for details on leaving and returning to the University, particularly to protect eligibility for certain programs and funds (especially Cal Grants) while on leave. Students should notify the Financial Aid Office of their intent to leave the University. Please be aware that a portion of any refund will be returned to the various sources of aid. Students should clear all outstanding bills with Student Financial Services before returning to campus. Please reapply for aid early due to funding limitations (applications are due in late April—contact the office for the exact date each year). Obtaining Stanford forms and instructions may assist in avoiding disqualification from certain programs.

LOANS: Students must notify all lenders of their intent to leave the University and arrange for an exit interview before leaving campus (Stafford and Supplemental Loan for Students through the Financial Aid Office; others through Student Financial Services). Students are cautioned to consider carefully the effect of leaves on their loan status; lenders may count the leave period as part of the total grace period. If the lender requests information on a student’s registration status, Stanford is required to report nonregistration. Students who receive loan disbursements directly may be required to repay portions of their loans.

UNIVERSITY HOUSING: University housing is generally not available to students on leave. Students with questions about room-and-board refunds are encouraged to contact the Stanford Housing Assignment Services or the central office of the University Dining Services (for board refunds). Students with medical disabilities that require University medical services and women students on pregnancy or maternity leave may petition to remain in campus housing for one term while on leave. Approval requires good academic standing, department recommendation, and no outstanding financial obligations to the University. Address questions to Housing Assignment Services.

HEALTH INSURANCE: A leave of absence processed by the Office of the University Registrar before the first day of instruction will automatically cancel health insurance coverage. There is no cancellation of health insurance fees for leaves processed beginning the first day of classes. Contact Vaden Health Service for additional information.

LIBRARY PRIVILEGES: Contact the Privileges Division, Green Library, to determine whether you may retain access and/or borrowing privileges while you are on leave.

CANCELLATION OF COURSE ENROLLMENT PRIVILEGES: Students who have their course enrollments cancelled or are suspended from the University for cause will receive refunds on the same basis as those receiving leaves of absences unless otherwise specified in the disciplinary action taken.