



Leave of Absence Notification Form

Name: _____
Last First M.I.

UD ID Number: _____

College & Department: _____

Student Class Year: _____

Withdrawal from [Check all appropriate response(s) and indicate year]:

Fall Semester, 20____ Winter Session, 20____ Spring Semester, 20____ Summer Session, 20____

Effective Date of Leave: _____

(If you are requesting leave during the current semester, this date should reflect the last day you attended class)

Reason for Leave (Check all appropriate responses):

Educational Leave* Medical Leave* Military Leave* Personal Leave

**Documentation Required*

Anticipated Return Date: _____

I hereby request to be placed on leave of absence from the University of Delaware. I realize that for leaves initiated after the free drop/add period: 1) I am required to pay any unpaid portion of my semester tuition charge, Housing, Dining and any other applicable fees; and 2) I am not entitled to a rebate of any portion of the tuition charge (except as explained on the back of this form) but I may be eligible for partial Housing and/or Dining rebates. I have read and understand the information under *Section III. Financial and Contractual Obligations* on the back of this form.

Student's Signature: _____ Date: _____

In case of questions, I can be reached at:

Phone: _____ E-mail: _____

Office Use Only

This section must be completed and signed by the Assistant Dean of the student's college or the Office of the Dean of Students if the leave occurs after the penalty deadline (8th week of classes during a regular session), and/or if the student's leave is approved as an educational, military or medical leave.

Processed by: _____ Assistant Dean: _____
(signature/date) (signature/date)

Comments: _____

Please provide a copy of this form for the student!

I. Information Concerning Leaves of Absence

Students have the option of requesting a Leave of Absence, either for documented medical, educational, military, or personal reasons. This Leave of Absence Notification Form serves as a central means to notify all appropriate academic offices of a student's temporary absence from the University of Delaware. However, those receiving Federal financial aid must also contact the Office of Student Financial Services. Additional information concerning the interruption of a student's academic career can be found in the Undergraduate Catalog and through consultation with the Assistant Dean of the student's college.

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| College of Agriculture & Natural Resources | 302-831-2508 |
| College of Arts and Sciences | 302-831-3020 |
| Alfred Lerner College of Business and Economics | 302-831-4369 |
| College of Earth, Ocean, & Environment | 302-831-2841 |
| College of Education/Human Development | 302-831-2396 |
| College of Engineering | 302-831-8659 |
| College of Health Sciences | 302-831-2381 |
| University Studies | 302-831-4555 |
| Professional & Continuing Studies | 302-831-2741 |
| Associate in Arts Program, Wilmington Campus | 302-571-5395 |
| Associate in Arts Program, Dover Campus | 302-857-1214 |
| Associate in Arts Program, Georgetown Campus | 302-855-1657 |

II. Voluntary Withdrawals and Leaves of Absence

A. Leaves of Absence for Medical Reasons

Matriculated undergraduate students who need to interrupt their studies for medical reasons (e.g., surgery, pregnancy, illness, rehabilitation, and other health-related circumstances) can request a Medical Leave of Absence directly from the Office of the Dean of Students. A Medical Leave of Absence may be granted for up to two consecutive semesters with appropriate medical documentation, however, approval will only be considered for one semester at a time. When students apply for the leave, verification must be presented to the Office of the Dean of Students. If the leave is granted, students may continue in the same program in which they had been enrolled prior to the leave without applying for readmission. If the student is insured under the Voluntary Student Accident and Sickness Plan (insurance plan available to UD students), the insurance will be valid for the term of coverage purchased.

Students granted a Leave of Absence for medical reasons prior to the end of the free add/drop period will have no indication of individual class withdrawal on their transcripts and will have the notation "UNIV500 Leave of Absence" appear on the transcript for the semester(s) for which the leave was granted. A grade of "W" for each course during the affected semester is recorded for those students granted a Leave of Absence for medical reasons after the free add/drop period. Students granted a Leave of Absence for medical reasons after the free add/drop period may be eligible for a partial tuition rebate.

B. Leaves of Absence for Academic/Educational Reasons

Undergraduate students who wish to engage in activities related to their educational objectives that require them to interrupt their studies at the University for a period not to exceed one year may be eligible, upon approval of the Assistant Dean of their college, for a Leave of Absence for academic reasons. Requests for a Leave of Absence must be made for each semester separately and for no more than 2 consecutive semesters. If the student is insured under the Voluntary Student Accident and Sickness Plan, the insurance will be valid for the term of coverage purchased. Coverage will not be extended beyond that period.

Students granted a Leave of Absence for academic reasons prior to the end of the free add/drop period will have "UNIV500 Leave of Absence" appear on their transcripts for the semester(s) for which the leave was granted and will be eligible for a full tuition rebate.

C. Leaves of Absence for Military Reasons

To initiate a Leave of Absence for military reasons, the student should bring his/her military orders to the Coordinator of Veterans Services in the Office of the University Registrar at 302-831-0552. Students who are called to active service for the United States will be entitled to have their student status maintained during their deployment.

Students granted a Leave of Absence for military reasons will have no indication of individual class withdrawal on their transcripts and will have the notation "UNIV500 Leave of Absence" appear on the transcript for the semester(s) for which the leave was granted. If a student is called for active duty during a semester, the student will receive a full refund of his/her tuition. If the student is able and desires to receive "Incomplete" in their courses, no refund will be issued.

D. Leaves of Absence for Personal Reasons

To initiate a Leave of Absence for personal reasons, students should consult with the Assistant Dean of their college to determine if they are eligible. Leaves of Absence for personal reasons must be approved before the end of the free add/drop period of the semester for which the leave is requested.

Students granted a Leave of Absence for personal reasons will have "UNIV500 Leave of Absence" appear on their transcripts for the semester(s) for which the leave was granted and will be eligible for a full tuition rebate.

III. Financial and Contractual Obligations

A. Financial Obligation/Registration

The granting of any leave of absence in no way negates the student's financial responsibility to the University. Students who are registered for courses incur a financial obligation to the University. University policy stipulates that there is no rebate of tuition for course withdrawal after the free drop/add period (first two weeks of classes for regular semesters and the first four days of classes for summer and winter sessions), except for students who are approved for a Leave of Absence due to medical or military reasons whom may be eligible for a partial tuition rebate.

B. Financial Aid

If a student is a recipient of any type of Federal financial aid, including Federal DL-Subsidized/Unsubsidized and Federal Plus, Federal Perkins Student Loans and Nursing Student Loans, s/he should contact a Student Financial Services Advisor to receive guidance on the impact the withdrawal or leave may have on receiving the offered Title IV funds and to complete Direct loan exit interview instructions.

C. Cancellation of Undergraduate Student Housing Contract

If a student currently lives in University Housing, they should review the Undergraduate Student Housing Contract (http://www.udel.edu/reslife/community_living/housingcontract.html) to understand the policies and procedures related to Cancellations and Releases from this contract, the potential financial obligations, and expectations and procedures for checking out of the residence halls. Students must vacate their residence hall within 48 hours of the withdrawal or leave of absence notification, and check out properly.

Students wishing to live in University Housing upon their return should contact the Office of Residence Life & Housing to learn how to apply for housing and to receive information concerning deadlines for upcoming room assignment processes or to defer an existing application.

D. Dining Services

Students may clarify the status of their remaining refundable points or portions by contacting Dining Services by email at mealplans@udel.edu or by calling 302-831-4033. Refunds for students in University housing (excluding the Towers) will be prorated based on the date they are released from his or her Student Housing Agreement.