

Leave of Absence



Office of the University Registrar
630 Serra Street, Suite 120
Stanford University
Stanford, CA 94305-6032

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, note that leaves of absence are only granted for all programs and majors. 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. See the *Stanford Bulletin* for additional information.

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*.

DEADLINES: The deadlines below correspond to the last day to submit a leave of absence and receive a partial refund. *Note:* A leave of absence submitted after the deadline is granted only for approved health and emergency reasons.

Autumn Quarter: November 9, 2008

Winter Quarter: February 18, 2009

Spring Quarter: May 12, 2009

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—An active 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. 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 student's record and will show the grade of 'W' (withdrew).

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.

REQUIRED SIGNATURES: Students are required to sign the leave of absence request. Undergraduates must obtain a signature from their Residence Dean; off-campus students need the signature of the Off-campus Residence Dean. Freshman and first-time transfer students need the signature of the Dean of Freshmen; all other undergraduates must obtain a signature from Undergraduate Advising. Graduate students require a signature from one of their major department chair, director of graduate studies, or school dean. International students (F-1 & J-1 visa holders) need to obtain a signature from a Bechtel International Center adviser. Students receiving Veteran's Benefits need to obtain the Veteran's Benefits Officer signature from the Registrar's Office.

SUBMITTING THIS FORM: Undergraduates and coterminal students should obtain all the necessary signatures before submitting the completed form to UAR. UAR will then forward the fully endorsed form to the Registrar's Office for review and processing. Graduate students submit the form to the Registrar's Office in person or by mail at the address above, or by fax to 650-725-7248.

INTERNATIONAL STUDENTS: Nonimmigrant students and their dependents must maintain an appropriate visa status at all times. An absence from the U.S. of 5 or more months will result in termination of F-1 or J-1 status. If a student remains outside the U.S. for 5 or more months, a new I-20 or DS-2019 is necessary for re-entry. For further information contact the I-Center.

FINANCIAL AID: Students should notify the Financial Aid Office of their intent to leave the University if they are receiving any type of aid, particularly to protect eligibility for certain programs and funds such as Cal Grants while on leave. A portion of any refund is returned to the sources of aid. Students should clear all outstanding bills with Student Financial Services before returning to campus. Undergraduate financial aid applications are due in mid-April in the year before an undergraduate plans to return. Graduate students may apply for loans four weeks before the first day of classes in the quarter in which they plan to return. See <http://financialaid.stanford.edu> for detailed application requirements.

LOANS: Students must notify all lenders of their intent to leave the University and request exit information before leaving campus (Stafford and private loans through the Financial Aid Office; Perkins and Institutional loans 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. Stanford will provide enrollment status to the National Student Loan Clearing House. 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 should 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.

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Please type or print

Last or Family Name	First	Middle
Stanford Student Number (8 digits, first digit is 0)	Email Address	Phone

Address, City, State, Zip
 UG GR
 cotermers select all active careers Degree #1/Major Degree #2/Major Degree #3/Major

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 no, indicate visa type (e.g., J-1, F-1): _____
 Will you remain in the U.S. during this period? Yes No. If no, I will depart the U.S. on _____ and return on _____.

All Students: Complete 1 or 2, but not both.

- 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):
 - the term your leave will begin (check one): Autumn Winter Spring Academic Year ____-____
 - the term in which you will re-enroll (check one): Autumn Winter Spring Summer Academic Year ____-____
 - if granted, when do you expect to graduate: Autumn Winter Spring Summer Academic Year ____-____
- 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):
 - the term your present leave began (check one): Autumn Winter Spring Academic Year ____-____
 - the term your present leave will end (check one): Autumn Winter Spring Summer Academic Year ____-____
 - the term in which you wish to re-enroll (check one): Autumn Winter Spring Summer Academic Year ____-____
 - if granted, when do you expect to graduate: Autumn Winter Spring Summer Academic Year ____-____

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.

- If you are taking a leave after the start of classes, what was the last day you attended classes? _____
- If you are taking a leave after the start of classes, are you currently living in University housing? Yes No.
- Did you use Vaden Health Service after the start of classes? Yes No. If yes, what was the last day of usage? _____

Reason: State your reason for requesting this leave; attach additional word-processed statement if necessary.

Signatures: Obtain the appropriate signatures below.

Student Signature	Date
UNDERGRADUATES: Residence Dean (off-campus undergrads: Off-campus Residence Dean)	Print Name Date
UNDERGRADUATES: Undergraduate Advising and Research or Freshman Dean's Office, Sweet Hall, First Floor	Print Name Date
GRADUATE STUDENTS: Major Department Chair, Director of Graduate Studies, or School Dean	Print Name Date
INTERNATIONAL STUDENTS (F-1 and J-1 VISA HOLDERS ONLY): Bechtel International Center Adviser	Print Name Date
RECIPIENTS OF VETERAN BENEFITS: Veteran Benefits Officer, Office of the University Registrar	Print Name Date

REGISTRAR USE ONLY

Degree Progress: Approved Denied Postponed Date: _____ **Academic Standing:** Approved Denied Postponed Date: _____
Refund type: Full Pro rata Denied Effective Date of Refund: _____