

LEAVE OF ABSENCE FORM

- * *Students who are withdrawing from all Methodist College courses for any reason are required to complete the Withdrawal or Leave of Absence form.*
- * *It is the student's responsibility to drop or withdraw from all courses for current or subsequent terms before the College Leave of Absence form will be processed.*
- * *Students must be in Academic Good Standing with the College to be eligible to take a leave of absence.*
- * *Students have one academic year to re-enroll in the College. If they do not return in that time frame, they will be Administratively Withdrawn from the College.*
- * *All fields are required except as noted. The noted last date of attendance is the effective withdrawal.*
- * *Student must meet with the Financial Aid Office before meeting with their Advisor or the Registrar's Office.*
- * *Please make an appointment to meet with the Registrar: melissa-earnest.youcanbook.me.*

1. Complete the following:

Name _____ Last 4 Digits of SSN# _____
Last First M

Permanent Mailing Address: _____

Telephone Number: _____ Preferred: _____

Withdrawing during/following (Circle one): Fall Spring Summer Academic Year: _____

Last Date of Attendance: _____ Last Date of Residence in Residence Hall: _____
(if applicable)

Drop Courses:

SUBJECT	NUMBER	SECTION	HOURS

Reason for Leave of Absence:

Please provide as much information as possible: _____

2. Meet with Financial Aid

3. Meet with Registrar's Office

 Financial Aid Date

 Registrar Date

5. Student Signature

 Student Date

For Registrar Use: Effective Withdrawal Date: _____	Processed on: _____
Processed by: _____	Student Must Return By: _____

Students wishing to return from Leave of Absence must contact the Registrar's Office prior to being able to register for classes. Please email us at: registrar@methodistcol.edu.

LEAVE OF ABSENCE FINAL DISPOSITION

Leave of absence taken from: _____ to: _____.

Date Registrar's Office contacted with intent to return: _____.

Date of Administrative Withdrawal if student has not returned after one academic year: _____.