



Academic
Advising

Leave of Absence Request

Name: _____

UPS ID: _____

Email: _____

Phone: _____

All communication from the university will be through your Puget Sound email; please check periodically for information pertaining to registration and other important information concerning your return to Puget Sound.

| | |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------|
| Class Standing: FR SO JR SR <small>(please circle one)</small> | Leave Begins: _____ <small>(first semester on leave)</small> |
| Advisor: _____ | Leave to End: _____ <small>(semester returning)</small> |

Reasons for requesting a leave of absence:

| | |
|--------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Medical leave | <input type="checkbox"/> Family responsibilities |
| <input type="checkbox"/> Financial concerns | <input type="checkbox"/> Employment |
| <input type="checkbox"/> Academic difficulties | <input type="checkbox"/> Need a break |
| <input type="checkbox"/> Traveling/non-affiliated academic program | <input type="checkbox"/> COVID/Online course concerns |

All international coursework must be transferred through the Office of International Programs. Additionally students must be enrolled on campus at Puget Sound the semester when they are applying to study abroad and the semester immediately before they depart for study abroad.

I have not been suspended or dismissed from the university, to include academic or conduct matters. I understand my registration in any and all courses as of my first semester on leave will be withdrawn upon submission of this form.

Student's signature: _____

Date: _____

Advising staff comments:

Leave of Absence Policy

A leave of absence is intended to provide a short-term leave, not to exceed two calendar years, for students who plan to return to Puget Sound.

An undergraduate student who has completed at least one full term at Puget Sound and has not been suspended or dismissed for academic or conduct reasons may apply for a leave of absence. A student may be granted a leave either during a term or any time before classes commence in the semester following the last term attended.

A student who obtains a leave of absence during the first eight weeks of the term will be eligible for tuition adjustment in accordance with the published university tuition adjustment schedule. Additionally, financial aid awards made to students who withdraw from courses are subject to reevaluation based on changes to tuition, fees, particular award requirements, and possible federal aid refund requirements. Student Financial Services will contact each withdrawing student to summarize the financial impact of the withdrawal. Any balance due remaining on the account is expected to be paid within 30 days of the withdrawal. Any other special payment arrangements for the outstanding balance must be coordinated with Student Financial Services at the time of withdrawal.

In addition to any other conditions or responsibilities as set forth in the application for leave or notice of approval, the student will be expected to meet all regular university deadlines with respect to registration, housing reservations, financial aid application, and similar matters. **Students should be advised that scholarship awards or financial aid will not necessarily carry over, nor will places with university housing necessarily be held. Students on leave are responsible for all arrangements with offices serving them in these matters.** They are also responsible for giving at least one month's notice of intent to re-enroll to the Office of Academic Advising in order that a registration appointment and other reasonable services may be provided.

Procedure

1. Discuss your plans with your faculty advisor and/or an advisor in the Academic Advising office.
2. Submit a completed leave of absence request form to the Office of Academic Advising (form available at <https://www.pugetsound.edu/files/resources/loa-form-7-20.pdf>) or in the Academic Advising office, Howarth 114.
3. The Academic Advising office will notify Registrar, Residence Life, Student Financial Services, and other appropriate offices on campus to drop classes, adjust charges and billing, and take appropriate actions.
4. Regardless of what you have stated as your "leave to end" date, students can return to the university earlier than their initial "leave to end" date or after an expired leave of absence. Please contact Academic Advising or the Registrar's Office to discuss a return after an expired leave of absence.
5. If you plan to enroll at another college or university during your leave, consult with your academic advisor about possible course selections and speak with the transfer evaluator in the Registrar's Office for assistance. If appropriate, the evaluator will certify that the courses you plan to take will be accepted at Puget Sound, pending successful completion of all necessary conditions. International study during a leave of absence will not transfer.
6. If you are receiving any financial aid from the university or loans from a private lender for educational purposes, you must contact Student Financial Services. If you are receiving any special scholarships or grants based on performance (music, athletics, etc.), it is your responsibility to contact the appropriate department about possible renewal when you return and to notify Student Financial Services about that agreement or understanding.