



APPLICATION FOR LEAVE OF ABSENCE

Please read the attached instructions for Leave of Absence and return the completed form to the Registrar. To assist you in your success at Meredith, this information is shared for reporting and advising purposes with appropriate Meredith officials and your advisor. This form is kept on file in the Office of the Registrar.

Name: _____ ID# _____
(Last) (First) (Middle)

Contact information while on leave of absence: _____
Address (Street number and name, route or post office box)

(City) (State) (Zip code) (Area Code & Telephone #)

(Mobile Phone#) (Meredith Email Address)

Undergraduate Graduate Licensure Other Explain _____

I wish to apply for a Leave from the following semester(s): Fall Spring Summer Year
Applies for one academic year (two semesters)

Last day of class attendance: _____
(month/day/year)

I plan to return to Meredith College: _____
Indicate which semester and year (e.g. spring 2008)

New Expected Graduation Date (select one): Dec _____ May _____ Aug _____
(Year) (Year) (Year)

Are you an International (F1) Student? YES NO
(If Yes, please consult with the international student advisor prior to completing the Leave of Absence Application)

Are you receiving Financial Assistance? YES NO
(If Yes, please see the Financial Assistance Office before completing the Leave of Absence Application)

Are you receiving Veteran's Benefits? YES NO
(If Yes, please see the Veteran's Representative in the Registrar's Office)

Reason for leave of absence: Personal Financial Academic Other

Advisor's Name: _____
(First) (Last)

Have you discussed your plans with your Meredith faculty advisor? YES NO

If not, do you want someone to contact you? YES NO

(Please fill out the back side of this form and sign it)

LEAVE INFORMATION SENT TO: File Faculty Advisor Academic and Career Planning Accounting
Dean of Students Enrollment Financial Assistance Graduate Studies Residence Life
Research, Planning and Assessment Technology Services

Withdrawals and Leaves of Absence for Undergraduate Students

(Graduate Students should contact the Graduate Office)

Which one is right for me? If you wish to return to Meredith after an absence of one or two semesters, a leave of absence is appropriate for you. If your future plans do not include completing further work at Meredith, an official withdrawal is the route you should take.

What do I do next? Choose the appropriate attached document to begin the process. Return leave of absence applications to the Registrar's Office. Traditionally admitted students return withdrawal forms to the Office of the Dean of Students; 23+ students to Academic and Career Planning; licensure students to the Education Department; and non-degree students to the Registrar's Office.

Can anyone take a leave of absence from Meredith? Students must qualify for a leave of absence by having good academic, social and financial records at Meredith. That means that you cannot be on academic probation, have an active honor council case/sanction and your tuition account must be clear. Students who do not qualify for a leave of absence must withdraw from the College if they need to be out of school for any length of time.

Students on an F1 Visa must consult with an international student advisor prior to completing a leave of absence or withdrawal.

How does a leave of absence or a withdrawal affect my academic record? Students who find it necessary to leave during a term before grades have been awarded will receive non-punitive "W" grades in their current classes. The academic record of a student who leaves after the term is over is not affected in any way.

What about my finances? Whether you take a leave of absence or withdraw from the College, the effects on your finances are the same. For tuition, the usual percentage charges apply to students who leave before the end of the semester: 0% through the fifth day of classes; 20% from the 6th through the 10th class days; 40% from the 11th through the 20th class day and 100% from the 21st class day on. For resident students, board charges will be prorated based on the number of weeks remaining in the semester. There is no adjustment for room charges or any fees.

Students who are receiving financial assistance either through loans or scholarships must have a conference with the financial aid office before applying for a leave of absence or a withdrawal to determine how an interruption in their education will affect their aid status. Federal law often dictates that aid money be returned if the term is not completed and that can leave students with unexpected account balances owed to Meredith.

A student who must leave Meredith after the 21st class day for severe medical or family emergency reasons and who would like to request that her tuition charge be adjusted, must appeal in writing to the Vice President for Business and Finance. Appeals should be accompanied by appropriate medical documentation and will be decided on a case by case basis.

Can I attend another school while I am away from Meredith? Students may take courses at another institution while on a leave of absence but must fill out and submit an Application for Off Campus Credit form. The form is available in the Registrar's Office or it can be printed from the Meredith web site at www.meredith.edu. Click on "Academics" "Registrar" "Official Forms".

Students who have withdrawn or been dismissed from Meredith must present any work done at another institution during their absence as part of their readmission documents.

Am I forgetting something? Yes, your laptop if you are a member of a laptop class. All students who leave Meredith, either by leave of absence or withdrawal, must return their laptops to the Office of Technology Services in good working order before final approval is given for a leave or withdrawal.