

# MARLBORO COLLEGE

## APPLICATION FOR LEAVE OF ABSENCE

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*Students considering a Leave of Absence:* You may apply to the Dean of the Faculty for up to a year's leave of absence. You must be in good standing (12 credits of C- or better) during the semester preceding the requested leave in order to be granted a leave. A Leave of Absence is not granted *during* the semester except in special hardship cases, and leaves are usually not granted to freshmen. *Deadlines:* Application for leaves of absence must be submitted for approval two weeks prior to the end of the preceding term. After this date, the Dean of Faculty will grant Absentia status only in cases of emergency and unforeseeable personal, family or medical hardship, or for reasons beyond the control of the student.

You must have every intention of returning at the end of the leave period and will need to pay the **\$400 Enrollment Deposit** in anticipation of your return in the coming year or semester. Students who withdraw from leave will not receive a refund of the enrollment deposit. A student who does not return to the College after an absence of one year will be withdrawn from the College. Once a student is withdrawn, he or she must apply for readmission through the Dean of Faculty.

If you are receiving financial aid, you may have to begin repayment of your student loans if your leave exceeds 6 months (from your last date of attendance if you carried at least a halftime credit load). **Exit Counseling** may be required.

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NAME \_\_\_\_\_ World Studies? \_\_\_ Yes \_\_\_ No

CLASS STANDING (*circle one*):            FR2    SO1    SO2    JR1    JR2    SR1    SR2

LEAVE REQUESTED FOR  FALL  SPRING 20\_\_ EXPECT TO RETURN  FALL  SPRING 20\_\_

You must be convinced (and convince the Dean) that the leave is necessary to your academic or intellectual development.

REASON FOR LEAVE: \_\_\_\_\_

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ADDRESS AND PHONE NUMBER DURING LEAVE: \_\_\_\_\_

\_\_\_\_\_

PLEASE SEE OTHER SIDE

*Note:* If you expect to earn credit at another institution to transfer back to Marlboro, please indicate the name of the institution and the approximate number of academic liberal arts credits you expect to earn. You may apply for **Absentia 2** status and, if eligible for financial aid, complete a *Consortium Agreement* with the host institution (attached to the Absentia 2 form outside the Registrar's Office). You may wish to consult the Registrar on transferability of credits.

Name of Institution \_\_\_\_\_ # of credits \_\_\_\_\_

Address of institution \_\_\_\_\_

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Signed:

\_\_\_\_\_  
Student Date

APPROVED:

\_\_\_\_\_  
Advisor Date

\_\_\_\_\_  
Library Staff Date

\_\_\_\_\_  
Financial Aid Date

\_\_\_\_\_  
Director of Housing & Residential Life Date

\_\_\_\_\_  
Director of Academic Advising Date

\_\_\_\_\_  
Dean of Faculty Date

**PLEASE SUBMIT THIS FORM TO THE REGISTRAR**

*When finalized the Registrar will notify Financial Aid and Student Accounts.*

**NOTE: According to the Family Educational Rights and Privacy law, if you requested that Directory Information be withheld, that request will be honored after you leave the College unless you notify the Registrar in writing otherwise.** The hold means that we cannot verify dates of attendance or release your address or any other Directory Information.