

RUDOLF STEINER COLLEGE: APPLICATION FOR LEAVE OF ABSENCE

General Conditions and Requirements for Leave of Absence

Leave of absences may be from one semester up to two years.

You must update RSC of your changes of address/forwarding and contact numbers.

You must be a student in good academic standing (with all assignments completed).

You must have approval and signature on this form of the Program Director and Academic Dean .

You must be current with all financial obligations to the college (Please write a letter to accompany this form if you have extenuating circumstances that need to be considered).

Leave of Absence fees: \$75 upon submission of this form which covers fees for 1 year of 3 semesters leave. For continuing another year's leave of absence, there will be an additional \$75 charge. Students who do not return by the agreed upon date would be withdrawn from the Program, scholarships voided and monies due would be billed or refunds processed. **RSC reserves the right to withhold issuing degrees, certificates, transcripts, grade reports, or statements of recommendation to or on behalf of any student whose financial account with the college remains delinquent.**

I hereby request permission to take a leave of absence from Rudolf Steiner College, from

_____ to _____
month/year month/year

NAME: _____ Date _____

MAILING ADDRESS: _____

CURRENT PROGRAM: _____ Phone/CELL# _____

REASON _____ REQUESTING
LEAVE _____

DID YOU RECEIVE FINANCIAL AID FROM RSC? Loan(s) ___yes ___no, Pay plan ___yes
___no,

Scholarship(s) ___yes ___no Did you pay in full for your tuition? ___yes ___no

If you have existing loans, pay plans, and /or grants, you will be required to meet with the Financial Aid Officer before your Leave of Absence can be granted to reach an agreement on terms for these contracts.

FINANCIAL AID OFFICER'S SIGNATURE _____ DATE _____

I have read and agree to comply with the above policies.

STUDENT'S SIGNATURE _____ DATE _____

SIGNATURE OF THE PROGRAM HEAD AND ACADEMIC DEAN

_____ GRANTED A LEAVE OF ABSENCE AS REQUESTED _____ LEAVE OF ABSENCE NOT
GRANTED

Conditions, if

any: _____

DATE _____ PROGRAM HEAD
SIGNATURE _____

DATE _____ ACADEMIC DEAN
SIGNATURE _____

FINANCIAL CLEARANCE SHEET

Date of last class _____ % of Program taken _____ CH taken _____ Units
taken _____

Amount owed on current loan(s) / Pay plans:

Loan #1 \$ _____ as of this date _____.

Agreement/Terms for this Loan shall
be _____

Loan #2 \$ _____ as of this date _____.

Agreement/Terms for this Loan shall
be _____

Pay plan #1 \$ _____ as of this date _____.

Agreement/Terms for this Pay plan shall
be _____

Scholarship #1 received \$ _____ from _____

Agreement/Terms for this scholarship shall
be _____

Scholarship #2 received \$ _____ from _____

Agreement/Terms for this scholarship shall
be _____

Other _____
_____ Outstanding tuition due \$ _____ as of _____

Student Signature _____ Date _____

Financial Aid Officer Signature _____ Date _____

For readmission, you will be required to re-submit a financial aid form before you can return to or begin a new Program.
