

Leave of Absence Request Form

1. Please attach a letter explaining why you are requesting a leave as well as describing your plans while away
2. Please read and sign this form
3. Please withdraw online through Albert (instructions can be found under the Office of the Registrar at www.nyu.edu)
4. Please contact your department administrator regarding your leave request (reverse side of form has contact information)

Date of Request: _____/_____/_____

Student ID: N_____

Student Name: _____
(Last) (First)
Permanent Address: _____
(City) (State) (Zip)
Phone: _____

NYU Email address: _____

UNDERGRADUATE DEPARTMENT (please indicate department):

Cinema Studies	Dramatic Writing	Performance Studies
Dance	Film & Television	Photography & Imaging
Drama	Game Design	Recorded Music

GRADUATE DEPARTMENT (please indicate department):

Art & Public Policy	Design for Stage & Film	Graduate Acting	ITP
Cinema Studies	Dramatic Writing	Graduate Film	Performance Studies
Dance	Game Design	Graduate Musical Theatre	MIAP

Type of leave requested (please indicate leave):
Financial
†Personal
†Medical
Semester you are requesting leave: _____

Semester you plan to return: _____

Please answer the following questions:

- Do you live in a residence hall? † Yes No
- Do you receive financial aid? † Yes †No
- Are you a United States citizen? †Yes †No

PLEASE READ THE FOLLOWING TERMS:

- I understand that taking a Leave of Absence from New York University precludes me from taking courses at another academic institution.
- I will discuss all course requirements affected by this Leave with my academic advisor.
- I am aware that a Leave of Absence does not exempt me from student loan repayments and I must adhere to all deadlines for future financial aid applications. (If you have financial questions please contact Dory Smith-Wilson at 212-998-1911).
- If I live in a residence hall, I will contact the Housing Office (212-998-4600) regarding the change in my residential status. I understand that by taking a **personal** or **financial leave** I will not maintain my housing renewable status.
- I understand that I will not have access to any NYU university services or facilities during my leave of absence.
- I must notify the Office of Student Affairs and my department of my return three to six weeks prior to registration so that I will be reactivated in the system. A **Return from Leave of Absence Form** can be downloaded from the Tisch website at www.nyu.edu.
- If I am requesting a Leave for medical reasons it will require additional approval from Counseling and Wellness Services and/or the Student Health Center
- If I have NYU Student Health Insurance and I want to continue coverage while away, I will contact Student Health Insurance Services at 212-443-1020.
- If I am **not** a United States citizen I must contact the Office of Global Services 212-998-4720 to discuss requirements pertaining to my matriculation while on a leave from the university.

I have read and understand the above terms pertaining to my Leave of Absence request.

Signature: _____

Date: _____

Department Contact Information

Dir. of Student Affairs Jodi Bailey 212.998.1593 jodi.bailey@nyu.edu FOR ALL LEAVE QUESTIONS	Art & Pub. Policy Emily Brown 212.992.8248 emily.brown@nyu.edu	Design for Stage and Film Barbara Cokorinos 212.998.1956 barbara.cokorinos@nyu.edu	Grad. Musical Theatre Marie Costanza 212.998.1830 mcc1@nyu.edu	MIAP Melanie Daly 212.998.1594 md96@nyu.edu
	Cinema Studies Melanie Daly 212.998.1594 md96@nyu.edu	Undergraduate Drama Scott Loane 212.998.1872 scott.loane@nyu.edu	Dramatic Writing Ione Lloyd 212.998.1941 dd98@nyu.edu	Perf. Studies (GRAD) Noel Rodriguez 212.998.1621 noel.rodriguez@nyu.edu
Perf. Studies (UG) Laura Fortes 212.998.1622 laura.fortes@nyu.edu	Recorded Music Brianne Hayes 212.992.8408 bp32@nyu.edu	Game Design Kevin Spain 646.997.0707 kevin.spain@nyu.edu	ITP Amy Lui 212.998.1891 amy.lui@nyu.edu	Photo & Imaging Brandy Dyess 212.998.1932 Brandy.dyess@nyu.edu
	Dance Daria Kendus 212.992.9302 dk2@nyu.edu	Grad Acting Ashley Vickery 212.998.1963 jw135@nyu.edu	Undergrad Film & TV Wendy Kaplan 212.998.1714 wendy.kaplan@nyu.edu	Grad Film Natalie LeBrecht 212.998.1568 natalie.lebrecht@nyu.edu

For Administrative Use Only

Academic Standing: Good Academic Probation

Student's GPA: _____ **Points Completed** _____

Department Approval: _____ **Date:** _____

Director of Student Affairs: _____ **Date:** _____

Assoc. Dean for Student Affairs: _____ **Date:** _____