

# Bates

## Leave of Absence Request Form

Office of Student Support and Community Standards

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### Today's Date:

This form must be completed and returned to the Office of Student Support & Community Standards in Lane Hall 103 to finalize a Leave of Absence request.

### Student Information

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Last Name

First

Middle

Bates Student ID Number

Academic Year

### Leave of Absence Process

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1. If on campus, you must meet with a member of the Office of Student Support & Community Standards staff. If off campus, this process may be completed either via phone or email.
2. Indicate the date or semester you plan to take a leave and your expected semester of return. These dates must be accurate as they have implications for payments to Bates, financial aid, and enrollment records. Students are automatically withdrawn from Bates after two semesters of leave unless they complete the Return Request Form for the following semester or have been approved for an extension by the Director of Student Support. Students who have not registered for courses for their expected semester of return must indicate their intention to return to the Director of Student Support or their leave will be extended by one semester. The deadline to request to return if you have not registered for courses is June 1 for the Fall semester and October 1 for the Winter semester. Meeting these deadlines will guarantee enrollment for the following semester.

I request a leave of absence effective: \_\_\_\_\_ . I expect to return: \_\_\_\_\_ .

3. Will your leave change your anticipated date of graduation? No change: \_\_\_\_\_, New date: \_\_\_\_\_.
4. There are three kinds of leaves: Academic - to study elsewhere in the United States or Personal - to leave Bates for other reasons, taking no more than two courses elsewhere. Students seeking a Medical leave of absence should not use this form and must meet with the Director of Student Support.

Is your leave an Academic Leave or a Personal Leave? (Circle one)

6. Please complete the following if you are planning to earn credit for transfer back to Bates:
  - a) Where do you plan to study?
  - b) The Transfer Credit Application Form, available on the Registrar's Office web page, explains the policies and procedures for transferring credit. Do you have this form (complete one per course) and have you discussed your plans with your advisor?
  - c) How many courses do you plan to transfer?

Upon submission of this form to and approval by the Office of Student Support & Community Standards, we will notify the following Bates offices of your Leave of Absence: Student Financial Services, Registrar's Office, Security & Campus Safety, and Residence Life. These offices will make the appropriate changes to your student bill, course registration, card access, housing assignment, and financial aid (if any). It is your responsibility to contact these and others offices to resolve any financial, academic, housing, or other obligations or concerns.

If you are on campus, it is highly recommended that you meet with a representative of the Registrar's Office to discuss how your leave will impact your progress toward graduation, your course credits, the process for transferring credits from another institution, graduation requirements, your transcript, and other points related to your leave of absence. If you are not on campus, we recommend that you call the Registrar's Office at 207-755-5949.

We also recommend that you also meet with a representative from Student Financial Services to discuss how this decision will impact you financially. Taking a leave of absence from Bates may impact your outstanding balance, financial aid, federal or private loans or other aspects of your financial situation. For students withdrawing during the semester, please refer to college refund policy at <http://www.bates.edu/financial-services/costs-and-payment/refund-policy-2/>.

*International Students:*

If you are on campus, you are required to meet with Shelley Palmer, International Student & Scholar Services to discuss how your leave will impact your Visa Status and your ability to stay in the United States.

**Shelley Palmer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By signing this form, I request that I be placed on a Leave of Absence as indicated above.**

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SSCS Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this form to the Office of Student Support & Community Standards in Lane Hall 103**

FOR INTERNAL USE ONLY (to be completed by the Office of Student Support & Community Standards)

Reason for leave: (circle one)	study away	medical	religious/missionary
	personal	volunteer	unknown
	financial	armed service	other

Comments:

For leaves taken during the semester, provide the last known day the student attended a class if this is different from the leave of absence effective date in entry #2. The last day to attend classes will be used as the official leave date for some purposes: \_\_\_\_\_. If different, please note the student's last date on campus as this date will be used for International Students' SEVIS updates and will affect student's ability to access facilities: \_\_\_\_\_.