Student Leave of Absence/Withdrawal Form

Name: _________________________________ ID#: _________________________

Check the box which best describes the circumstances under which you are leaving:

☐ Withdrawal

☐ Leave of Absence (My departure is of a temporary nature, I am in good academic standing, and I intend to re-enroll at Muskingum University within the next 12 month period)
   Semester you intend to re-enroll:  ☐ Fall 20___ ☐ Spring 20___

Date you last attended class: __________________________________________

Please check the box below which most accurately describes your reason for leaving Muskingum. (If you check more than one, please circle the most important)

☐ Academic - desired program of study not offered
☐ Academic - dissatisfaction with academic program
☐ Academic - poor academic performance
☐ Personal - circumstances not directly related to my experience at Muskingum
☐ Personal - too far from home
☐ Personal – health issues
☐ Other (please describe): ______________________________________________

☐ Financial - cannot afford to continue at Muskingum
☐ Financial - I don’t believe I’m getting my money’s worth at Muskingum
☐ Social / Personal - just not happy / don’t like it here
☐ Social / Personal - unhappy with social / residential environment
☐ Social / Personal - dissatisfied with extracurricular programs

If transferring to another institution, which College or University? ______________

Any refund or balance due that you may have on your student account, including institutional and state funded financial aid, will be re-calculated based on the date this form is signed by a representative from the VPAA office. Any federal financial aid that you may have received, including federal loans, will be re-calculated based on the date you last attended class. Your charges will be calculated based on the Muskingum University Refund Policy and will be based on the date this form was signed by the VPAA. I understand that re-calculations resulting from my withdrawal may result in a balance due on my account (which may differ from what I was initially charged for the semester), which I agree to pay.

Student Signature: _________________________________ Date: ______________

VPAA Office Signature: _________________________________ Date: ______________

Financial Aid Signature: _________________________________ Date: ______________

Business Office Signature: _________________________________ Date: ______________

For Office Use Only

WD / LOA date: _________________________________ Last day of attendance: __________________

LOA Start date: _________________________________ LOA End date: __________________

By whom: _________________________________ Date: __________________

Distribution: Janet Nesselroad, Amy Gooden, Jeff Zellers, Emily Smith
Please initial the appropriate box.

☐ Advisor_____________________________ Advisor notified: Yes_______ No_______

☐ Completed exit interview with VPAA’s Office

☐ Current address: ___________________________________________________________

☐ Checked out of room ☐ Commuter ☐ Other________________________

☐ Statements below were read

Regarding Business Fees

• It is important that we know your last date of class attendance. The official last date of attendance must be used to determine federal aid and loan amounts to be returned to funding provider.
• If you withdraw or take a leave of absence during a semester, your charges are billed in accordance with the University’s published withdrawal and refund policy. Financial aid is adjusted in accordance with published policy.
• If you receive insurance through the University your coverage extends through the entire semester during which you last paid for and attended.
• Academic transcripts will not be released unless your Business Office account is paid in full. If you plan to re-enroll at Muskingum University in the future, your account, Perkins, and institutional loans must be in good standing.
• Your meal plan will be deactivated on the date of your withdrawal.

Regarding Financial Aid

• If you have received a Federal Stafford, Federal Perkins, or Schell Loan you will enter a grace period upon departure from Muskingum University. The grace period is six months for Stafford and Schell loans and nine months for Perkins loans. If you do not re-enroll in another post-secondary institution, your loans will go into repayment at the end of the grace period. If you transfer to another institution, you may be eligible for deferment of loan repayment. You must contact your lender or loan provider for deferment forms and have the registrar at the institution you are attending fill them out.

• Most types of federal and institutional financial aid, including student loans, are not directly transferable to another institution. You will need to contact the financial aid office at your new school regarding aid eligibility.