

# MUSKINGUM

---

## U N I V E R S I T Y

### 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\_\_\_\_

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)

- |   |   |
|---|---|
| <input type="checkbox"/> Academic - desired program of study not offered (A1)                             | <input type="checkbox"/> Personal – health issues (P3)  |
| <input type="checkbox"/> Academic - dissatisfaction with academic program (A2)                            | <input type="checkbox"/> Financial - cannot afford to continue at Muskingum (F1)                    |
| <input type="checkbox"/> Academic - poor academic performance (A3)  | <input type="checkbox"/> Financial - I don't believe I'm getting my money's worth at Muskingum (F2) |
| <input type="checkbox"/> Athletics – desired sport not offered (S1)                                       | <input type="checkbox"/> Social / Personal - just not happy / don't like it here (SO1)              |
| <input type="checkbox"/> Athletics – dissatisfaction with program (S2)                                    | <input type="checkbox"/> Social / Personal - unhappy with social / residential environment (SO2)    |
| <input type="checkbox"/> Personal - circumstances not directly related to my experience at Muskingum (P1) | <input type="checkbox"/> Social / Personal - dissatisfied with extracurricular programs (SO3)       |
| <input type="checkbox"/> Personal - too far from home (P2)  |   |
| <input type="checkbox"/> Other (please describe): _____   |   |

If transferring to another institution, which College or University? \_\_\_\_\_

Any refund or balance due that you may have on your student account, resulting from charges based on the Muskingum University Refund Policy and including required adjustments to federal, state and institutionally-funded financial aid, will be re-calculated based on the date you signed this form.

*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: \_\_\_\_\_

Provost Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Office Use Only

---

WD / LOA date: \_\_\_\_\_ LOA End date: \_\_\_\_\_

LOA Start Date: \_\_\_\_\_

Date: \_\_\_\_\_

Registrar Office Signature: \_\_\_\_\_

**Please initial the appropriate box.**

Advisor \_\_\_\_\_ Advisor notified: Yes \_\_\_\_\_ No \_\_\_\_\_

Completed exit interview with Provost Office

Current address: \_\_\_\_\_

Checked out of room    Commuter    Other \_\_\_\_\_

Statements below were read

**Regarding Business Fees**

- The official date of withdrawal (the date you sign the withdrawal form) will be used to determine Business Office charges for the semester and corresponding financial aid amounts.
- 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 and government regulations, with unearned financial aid funds being returned to their respective program accounts.
- 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 Direct, Federal Perkins, Henry Strong or Charles Schell Loan you will enter a grace period upon departure from Muskingum University. The grace period is six months for Stafford, Strong 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.