



Leave of Absence

Name: \_\_\_\_\_ PSU ID#: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Non-PSU Email: \_\_\_\_\_

Major(s): \_\_\_\_\_

Class:  First Year  Sophomore  Junior  Senior  Graduate Masters  Graduate Doctoral

Housing:  On-Campus  Off Campus

I am requesting a Leave of Absence:

Fall  Spring  Summer - Graduate Students Only

I am requesting a Leave of Absence:

During this current semester  After completing this current semester

I plan to return to Plymouth State University (required):

Fall 20 \_\_\_\_  Spring 20 \_\_\_\_

Please choose the reason(s) for your leave of absence.

- Academic  Military  Family Obligation
 Financial  Personal
 Other: \_\_\_\_\_

Are you an international student?  Yes  No

I have reviewed the University's Leave of Absence policy, Financial Implications, and Departure Checklist list on the second page.

I agree and understand the terms.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use: Effective Date of Leave: \_\_\_\_\_

Processed by: \_\_\_\_\_

PSU students, return both completed forms to:
Dr. Zehr, Frost House, MSC 65, Plymouth, NH 03264.
(603)535-3294 / zehr@plymouth.edu
Fax: 603-535-2221

**Plymouth State University - Leave of Absence and Return Policy** Undergraduate students may request a leave of absence from studies for one or two consecutive semesters' absence from Plymouth. This policy applies only to continuous fall and spring semesters; early spring and summer sessions are not considered to be a part of a student's regular continuous enrollment. Graduate students matriculated in a degree program that requires continuous enrollment may interrupt their enrollment by requesting a leave of absence (LOA). An LOA is appropriate if the student intends to return to the University following a temporary absence where compelling, extenuating circumstances arise. Examples of such circumstances include medical issues, military service, and family emergencies. Eligible students who apply for and are granted an LOA retain their Plymouth e-mail account, access to myPlymouth, and the ability to register online, as they are expected to return to active student status immediately following the expiration of the leave. No readmission application or fees are required if the student re-enrolls in the appropriate enrollment term that immediately follows the expiration of the leave. If there is no intent to return to the University, or if a student is unable to return following the leave of absence period, the regular withdrawal procedure should be followed. Eligibility for a Leave of Absence to be eligible for an LOA the following criteria must be met: 1. The student must be matriculated during the semester in which the leave of absence is requested. 2. The student must be in good academic standing. 3. The student must not be subject to University initiated disciplinary action. 4. The student must have no restrictions/holds on their registration. 5. The student must provide documentation to support the leave of absence request. 6. Foreign visa students are not eligible.

**Additional Conditions for a Leave of Absence** 1. Students have the right to request an LOA more than once, but may not exceed a total of two years for all approved requests. 2. Students have the right to return earlier than the initially agreed upon return date. 3. Students who do not return to Plymouth at the end of the LOA period will be withdrawn from the University and must follow all procedures for readmission if, in the future, they seek to reenroll as a matriculated student. If readmitted, students may be required to follow updated program requirements. 4. Students are not eligible to receive financial aid payments from the University during the LOA period. 5. Students may not live in on-campus residential facilities, attend classes, or seek/maintain University-sponsored employment during an LOA. Students may not enroll in early spring or summer sessions if those alternative sessions fall within the time period of the requested LOA. 6. Students are responsible for understanding all implications of an LOA, including but not limited to the following: • Potential loss of financial aid • Potential loan repayment • Potential loss of health insurance coverage • Students granted an LOA will not be penalized with regard to their time-to-degree requirement.

**Financial Implications from a Leave of Absence – during a semester:** When you take a Leave of Absence (LOA), the Student Financial Services Office must calculate the amount of financial aid you have earned prior to the LOA. Any Federal, State, or Institutional aid received in excess of the earned amount is considered unearned. Unearned aid must be returned back to the respective Aid program. The calculation may result in the student owing a balance to the university and/or Federal Title IV aid programs. The calculation only applies to students who take an LOA prior to the 60% point of the term (or part of term course period if courses do not span the full length of the term). The determination of the amount to be returned is calculated by the Student Financial Services normally within 45 days of the LOA date. See the *WD and LOA Aid Implications Handout* for more information.

Taking a Leave may also affect your Satisfactory Academic Progress standing and future eligibility for financial aid. Students should review the SATISFACTORY ACADEMIC PROGRESS (SAP) requirements which can be found on our website.

#### **Departure Checklist**

- Residential Life** – Notify Community Director if on-campus, arrange a move out date, and return key to avoid replacement lock/key fees.
- Library** – Turn in all books and pay any fines.
- PE Center/Adventure Center** – Turn in all equipment.
- Check with **Student Financial Services** in the Guy E. Speare Memorial building for outstanding balances.
- Check with **Student Financial Services** for more information regarding any financial implications if leaving during the semester.
- Complete **Exit Counseling** if you received federal loans – [www.studentloans.gov](http://www.studentloans.gov)
- Contact TMS monthly payment Plan Company to cancel, if you had enrolled in a plan.

*Please sign that you have read and understand the above information.*

**Signature** \_\_\_\_\_

**Print** \_\_\_\_\_

**PSU Student ID #** \_\_\_\_\_

**Date** \_\_\_\_\_