

## LEAVE OF ABSENCE

This form should be used by students who are planning to not register for one or more semesters and do not plan to withdraw from the School during the registration period that the leave of absence will become effective. This policy applies to students enrolled in a dual degree program with another Rutgers School or another university who, because of the requirements of the dual degree program, are not registering at the School of Public Health for one or more semesters. Please type or print legibly and return to the Office of Student Affairs.

1. **Name:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_  
*Last Name* *First Name* *Middle Initial*
2. **Rutgers Email Address:** \_\_\_\_\_
3. **Current Mailing Address:** \_\_\_\_\_  
*Include Number, Street and Apt. Number* *City* *State* *Zip Code*
4. **Phone Numbers:** \_\_\_\_\_  
*Home Telephone Number (incl. area code)* *Business Telephone Number (incl. area code)* *Mobile Telephone Number (incl. area code)*
5. **Location:** (please check one)     **New Brunswick**     **Newark**
6. **Are you enrolled at the School of Public Health on a student Visa (F-1, J-1)?**     **Yes**     **No**
7. **Are you receiving Financial Aid?**     **Yes**     **No** (Students receiving Financial Aid must obtain signature from the Financial Aid Officer.)
8. **Have you been absent from the School of Public Health before?**     **Yes**     **No**    **When:** \_\_\_\_\_

**TO THE REGISTRAR**

I will not be attending classes at the School of Public Health for the \_\_\_\_\_ due to: (please indicate reason)  
*(semester & year)*

- Academic     Personal     Financial     Health     Relocation     Transfer to: \_\_\_\_\_     Other

Explain briefly: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I am requesting a:

- Leave of Absence (\$50 fee)**     **Student Scholar Status** (Attendance at another school as part of dual degree program)

Location while on Leave: \_\_\_\_\_

In order to maintain my place in the Rutgers School of Public health, I petition for approval of the above request, and submit the appropriate fee.

*A student's petition for a Leave must be approved by the Associate Dean for Student Affairs. Unless the student administrative fee is paid, a non-refundable fee of \$50 per semester is required to maintain status — exceptions are made for students enrolled in dual degree programs. Students extending a Leave beyond one semester must petition for the subsequent official leave and pay an additional \$50 fee. The total leave cannot exceed two consecutive semesters. The time period granted for a notification of absence is excluded from the overall time requirement to complete the degree program. If a student does not return after taking a leave of absence, they will be administratively withdrawn from the School.*

Student Signature	Date
Associate Dean for Student Affairs Signature	Date
Financial Aid Office Signature (only if you are receiving Financial Aid)	Date
(FOR OFFICE USE ONLY)	
Office of the Registrar Signature	Date

**RETURN TO  
OFFICE OF THE  
REGISTRAR**

Copies to:  
Office of the Registrar  
Student