

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 _____ due to: (please indicate primary reason)
(semester & year)
 Academic Personal Financial Health Relocation 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 Director of Student Support Services. 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
Financial Aid Office Signature (only if you are receiving Financial Aid)	Date
Director of Student Support Services Signature	Date
Office of the Registrar Signature	Date

**RETURN TO
OFFICE OF THE
REGISTRAR**

Copies to:
Office of the Registrar
Academic Advisor
Student