



Leave of Absence Form

Name: _____ Student ID #: _____

Program: _____ Date: _____

Reason for Leave of Absence: Health Financial Academic Preparation
 Employment Armed Service Duty Other

Explanation of Leave of Absence: _____

Last Date of Attendance: _____

Please indicate the trimester in which your leave of absence will start and the trimester in which you will return:

START LOA: Fall/Tri A Winter/Tri B Spring/Tri C Year: _____

RETURN FOR: Fall/Tri A Winter/Tri B Spring/Tri C Year: _____

Check here if this is an extension of a previous leave of absence:

Please Note: GCNYC policy allows a student to take a leave of absence for 2 trimesters maximum. After 2 trimesters, students must re-apply to the program. GCNYC's policy may be found in the College Catalog.

Please check all that apply to you: Have a scholarship/fellowship

Using state or federal financial aid (including loans) International student

By signing this form, I verify that I plan to take a leave of absence during the timeframe indicated above and agree that I have returned any materials and/or electronic devices belonging to GCNYC.

Student Signature: _____ Date Submitted: _____

-----for GCNYC Use Only-----

Academic Advisor Signature: _____

Print Name: _____ Date: _____

Director of Academic Engagement Signature: _____

Print Name: _____ Date: _____

Provost Signature: _____

Print Name: _____ Date: _____

DAE Next Steps:

-Upload completed form to the Change of Student Circumstance section in the Office of the Registrar SharePoint.

-Update student status in Student Tracking.

-If applicable, notify professors, update rosters and remove from course registration.

-Is this student eligible for any amount of tuition refund? YES NO

*If yes, please notify FNO as soon as possible.

Refunds are based on the following schedule:

- 1) By 5pm on the Friday prior to the first class meeting 100%
- 2) By 5pm on the Friday of the first week of classes 75%
- 3) By 5pm on the Friday of the second week of classes 50%
- 4) By 5pm on the Friday of the third week of classes 25%
- 5) Thereafter 0%