

# Leave of Absence

**Graduate students submit to:**  
Student Services Center  
Tresidder Memorial Union, 2nd Floor  
Fax: (650) 721-1585  
<http://helpsu.stanford.edu/?pcat=ssc>



**Undergrads & coterminals with active UG career, submit to:**  
Undergraduate Advising and Research (UAR)  
Sweet Hall, 1st Floor  
Fax (650) 725-1436  
[advising@stanford.edu](mailto:advising@stanford.edu)

A leave of absence is required by students who wish to withdraw from the current quarter, or who do not wish to attend a future quarter (Summer terms excluded). For students with multiple degree programs or majors, note that leaves of absence are only granted for all programs and majors. Leaves will not be granted for more than one year at a time. A leave of absence from your program may not exceed a cumulative total of two years. See the *Stanford Bulletin* for additional information.

Undergraduates who take an approved leave of absence while in good standing, and who do not have any other restrictions or conditions of enrollment, including Academic Standing, may enroll in the University for a subsequent quarter with the privileges of a returning student. Graduate students are subject to special registration requirements; see "Leave of Absence" in the "Graduate Degrees" section of the *Stanford Bulletin*.

**DEADLINES:** The deadlines correspond to the term withdrawal deadline which is the last day to submit a leave of absence and receive a partial refund. *Note:* A leave of absence submitted after the deadline is granted only for approved health and emergency reasons. See the academic calendar at <http://studentaffairs.stanford.edu/registrar/academic-calendar>.

**REFUND POLICY:** *Leaves of Absence Before the First Day of Classes*—Students who take a leave from the University voluntarily on or before the first day of classes will receive a full tuition refund. Such students are not included in University records as registered for the term.

*Leave of Absence After the First Day of Classes*—An active student in good standing who voluntarily takes a leave from the University after the first day of instruction, but before the term withdrawal deadline, receives a pro rata refund. There is no refund after the term withdrawal deadline. Courses in which the student was enrolled after the drop deadline appear on the student's record and show the grade of 'W' (withdrew).

**STUDENT STATUS WHILE ON LEAVE:** *Academic Status*—Students on an approved leave of absence retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Students on leave may complete course work for which an 'Incomplete' grade was reported in a prior term and are expected to comply with the one-year maximum time limit for resolving incompletes.

*Graduate Students Only*—Degree programs and candidacy must be valid in the term of reenrollment. Leaves do not delay candidacy or master's program expiration dates. Failure to return as scheduled or to secure an extension of a prior leave will result in cancellation of registration privileges and a substantial reinstatement fee. Official department or University requirements (e.g., qualification examinations) cannot be fulfilled during the leave period.

*Graduate Students Only: Pregnancy and Parental Leave*—Special considerations in regard to candidacy will apply to requests for pregnancy leaves or parental leaves (for the spouse/partner or for adoptive or surrogate parents). See GAP 5.3, Section 1.B.

**REQUIRED SIGNATURES:** Students are required to sign the leave of absence request. Undergraduates must obtain a signature from their Residence Dean; off-campus students need the signature of the Off-campus Residence Dean. All undergraduates must obtain a signature from Undergraduate Advising. Graduate students require a signature from one of their major department chair, director of graduate studies, or school dean. International students (F-1 & J-1 visa holders) need to obtain a signature from a Bechtel International Center adviser.

**SUBMITTING THIS FORM:** Undergraduates and coterminal students with an undergraduate career should obtain all the necessary signatures before submitting the completed form to UAR. Graduate students submit the form to the Student Services Center at the address above.

**INTERNATIONAL STUDENTS:** Nonimmigrant students and their dependents must maintain an appropriate visa status at all times. An absence from the U.S. of 5 or more months will result in termination of F-1 or J-1 status. If a student remains outside the U.S. for 5 or more months, a new I-20 or DS-2019 is necessary for re-entry. For further information contact the I-Center.

**FINANCIAL AID:** Students should notify the Financial Aid Office of their intent to leave the University if they are receiving any type of aid, particularly to protect eligibility for certain programs and funds such as Cal Grants while on leave. A portion of any refund is returned to the sources of aid. Students should clear all outstanding bills with the Student Services Center before returning to campus. Undergraduate financial aid applications are due in mid-April in the year before an undergraduate plans to return. Graduate students may apply for loans four weeks before the first day of classes in the quarter in which they plan to return. See <http://financialaid.stanford.edu> for detailed application requirements.

**LOANS:** Students must notify all lenders of their intent to leave the University and request exit information before leaving campus (Stafford and private loans through the Financial Aid Office; Perkins and Institutional loans through Student Financial Services). Students are cautioned to consider carefully the effect of leaves on their loan status; lenders may count the leave period as part of the total grace period. Stanford will provide enrollment status to the National Student Loan Clearing House. Students who receive loan disbursements directly may be required to repay portions of their loans.

**UNIVERSITY HOUSING:** University housing is generally not available to students on leave. Students with questions about room-and-board refunds should contact the Stanford Housing Assignment Services or the central office of the University Dining Services (for board refunds). Students with medical disabilities that require University medical services and women students on pregnancy or maternity leave may petition to remain in campus housing for one term while on leave. Approval requires good academic standing, department recommendation, and no outstanding financial obligations to the University. Address questions to Housing Assignment Services.

**HEALTH INSURANCE:** A leave of absence processed by the Student Services Center before the first day of instruction will automatically cancel health insurance coverage for a leave beginning Autumn Quarter only. Contact Vaden Health Service for additional information.

**LIBRARY PRIVILEGES:** Contact the Privileges Division, Green Library, to determine whether you may retain access and/or borrowing privileges while you are on leave.

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Last or Family Name	First	Middle
Stanford Student Number (8 digits, first digit is 0)	Email Address	Phone
<input type="checkbox"/> UG <input type="checkbox"/> GR <input type="checkbox"/> Coterm		
Degree #1/Major	Degree #2/Major	Degree #3/Major

**International Students:** Nonimmigrant students and their dependents must maintain an appropriate visa status at all times. Additional information is available from the Foreign Student Adviser at Bechtel International Center.

Are you a U.S. permanent resident?  Yes  No. If no, indicate visa type (e.g., J-1, F-1): \_\_\_\_\_

Will you remain in the U.S. during this period?  Yes  No. If no, I will depart the U.S. on \_\_\_\_\_ and return on \_\_\_\_\_.

**All Students:** Before requesting a leave of absence, all students are advised to consider the effects of a leave of absence on their degree progress, enrollment, academic standing, visas, financial aid, deferment of student loans, and access to campus resources such as housing or Vaden Health Services. See the Leave of Absence Information Sheet for more details.

For a **NEW leave of absence**: Indicate the term(s) for which you are requesting an approved leave of absence (leaves will not be granted for more than one year or 4 quarters at a time):

a) the term your leave will begin (check one):       Autumn    Winter    Spring      Academic Year \_\_\_\_-\_\_\_\_

b) the term in which you will re-enroll (check one):       Autumn    Winter    Spring    Summer      Academic Year \_\_\_\_-\_\_\_\_

For an **EXTENSION of a leave of absence**, indicate the following (extensions will not be granted for more than one year or 4 quarters at a time):

a) the term your present leave began (check one):       Autumn    Winter    Spring      Academic Year \_\_\_\_-\_\_\_\_

b) the term your present leave will end (check one):       Autumn    Winter    Spring    Summer      Academic Year \_\_\_\_-\_\_\_\_

c) the term in which you wish to re-enroll (check one):       Autumn    Winter    Spring    Summer      Academic Year \_\_\_\_-\_\_\_\_

**Refunds:** If you are taking a leave before the first day of classes, you receive a full refund of tuition. If you are taking a leave after the start of classes, you receive a pro rated refund up to the term withdrawal deadline. After the term withdrawal deadline, there is no refund. Refund is based on last day of attendance

**Enrollment:**  Never Attended

OR  Last Day of Attendance \_\_\_\_\_

- If the last day of attendance is after the Final Study List Deadline, courses are notated with "W" on the transcript.
- If the last day of attendance is prior to Final Study List Deadline, courses are dropped.

**Reason:** State your reason for requesting this leave; attach additional statement if necessary. Check box if:  Pregnancy Leave    Other Parental Leave

**Student Signature:** *By signing below, I certify that the information contained on this form is true and accurate. I understand misrepresentations of fact may give rise to a complaint being filed with the Office of Community Standards for investigation as possible violations of the Fundamental Standards.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Signatures:** Obtain the appropriate signatures below.

UNDERGRADUATES: Residence Dean (off-campus undergrads: Off-campus Residence Dean)      Print Name \_\_\_\_\_ Date \_\_\_\_\_

UNDERGRADUATES: Undergraduate Advising and Research Adviser      Print Name \_\_\_\_\_ Date \_\_\_\_\_

GRADUATE STUDENTS: Major Department Chair, Director of Graduate Studies, or School Dean      Print Name \_\_\_\_\_ Date \_\_\_\_\_

INTERNATIONAL STUDENTS (F-1 and J-1 Visa Holders only): Bechtel Int'l Center Adviser      Print Name \_\_\_\_\_ Date \_\_\_\_\_

**REGISTRAR USE ONLY**

**Degree Progress:**  Approved    Denied    Postponed   Date: \_\_\_\_\_      **Academic Standing:**  Approved    Denied    Postponed   Date: \_\_\_\_\_

**Refund type:**  Full    Pro rata    Denied   Effective Date of Refund: \_\_\_\_\_