



Leave of Absence (LOA) Application

STUDENT INFORMATION

_____ LAST NAME		_____ FIRST NAME	
_____ STUDENT ID #	_____ MAJOR	_____ OLIN START DATE	_____ DATE EXPECTED TO COMPLETE DEGREE (MM/YYYY)
_____ PHONE NUMBER (primary)		_____ E-MAIL (primary; not Olin)	
<b>PARENT/GUARDIAN CONTACT INFORMATION*</b>			
_____ PARENT/GUARDIAN NAME(S)		_____ PARENT/GUARDIAN EMAIL	

\*According to the Student Handbook, parents/guardians are notified when any change of status is made to a student's record.

STATUS CHANGE INFORMATION

_____ SEMESTER YOU WILL BE ON LEAVE	_____ LAST DAY OF ATTENDANCE
_____ SEMESTER YOU EXPECT TO RETURN FROM LOA	_____ ADVISER NAME – PLEASE PRINT

Have you met with your adviser to discuss a plan to finish your degree?    \_\_\_ YES    \_\_\_ NO

*As a student on LOA, you will retain your current adviser.*

If you are a current or rising junior, do you plan to take SCOPE or ADE? \_\_\_\_\_

REASON FOR LEAVE OF ABSENCE (Documentation may be attached if needed)

(See Refund Schedule in Student Handbook, if applicable)

<b>STUDENT SIGNATURE:</b>	<b>DATE:</b>
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<b>ADVISER SIGNATURE:</b>	<b>DATE:</b>
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<b>Approval by Assistant Dean of Student Affairs:</b>	<b>DATE:</b>
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<b>OFFICE USE ONLY</b>
Effective LOA Date:
Date Processed:

Student should retain a copy  
Assistant Dean of Student Affairs should retain a copy  
Original copy – to the Registrar

# Leave of Absence Application Instructions and Timeline

**Students in good academic standing may request a leave of absence for up to 180 days in any 12-month period.**

1. Read the Leave of Absence Policy and the Refund Policy in the Student Handbook.
2. Meet with your adviser to determine a plan of study to finish your degree.
3. Consult the Director of Financial Aid to see how a leave of absence might impact your financial aid package, including the Olin Tuition Scholarship that every student receives.
4. Complete the reverse side of this form and submit it to the Assistant Dean of Student Affairs no later than the Monday prior to the start of course registration. You will receive email confirmation of the receipt of your form.
5. If approved you will receive a letter informing you of your status change. An email of the letter will also be sent to your parent/guardian.
6. Campus access (use of prox card) is terminated as of the last day of the semester before the leave of absence begins. Email and network access remains intact as long as your leave does not extend beyond the 180-day limit. Please remember to check the settings on your account on **Olin EAS**. For instructions on how to edit or deactivate your account please consult the online [Olin EAS FAQ sheet](http://www.olin.edu/sites/default/files/olin_eas_faq.pdf). ([http://www.olin.edu/sites/default/files/olin\\_eas\\_faq.pdf](http://www.olin.edu/sites/default/files/olin_eas_faq.pdf))
7. International students should consult the Associate Dean of Student Affairs in the StAR office, located on the third floor of the Campus Center, before completing the application for a LOA. International students are subject to immigration policies as well as college policies and must be aware of how taking a leave impacts their present and future immigration status.

**Please consult the Office of Student Affairs and Resources with any questions.**

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*Rev August 2018*