



Leave of Absence (LOA) Application

STUDENT DEMOGRAPHIC INFORMATION

_____		_____	
LAST NAME		FIRST NAME	
_____		_____	
STUDENT ID #	MAJOR	OLIN START DATE	DATE EXPECTED TO COMPLETE DEGREE (MM/YYYY)
PERMANENT CONTACT INFORMATION			

PARENT/GUARDIAN NAME(S)			
_____		_____	
STREET	CITY	STATE	ZIP
_____		_____	
PHONE NUMBER (primary)		E-MAIL (primary; not Olin)	

STATUS CHANGE INFORMATION

_____		_____	
SEMESTER YOU WILL BE ON LEAVE		LAST DAY OF ATTENDANCE	

SEMESTER YOU EXPECT TO RETURN FROM LOA			
Have you met with your adviser to discuss a plan to finish your degree? ___ YES ___ NO			
<i>As a student on LOA, you will retain your current adviser.</i>			
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)			

STUDENT SIGNATURE:	DATE:
---------------------------	--------------

ADVISER SIGNATURE:	DATE:
---------------------------	--------------

Approval by Assistant Dean of Student Affairs:	DATE:
---	--------------

OFFICE USE ONLY 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 Manager 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. A 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)

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