



# REQUEST FOR LEAVE OF ABSENCE

Office of the Registrar

Students in good academic standing may request a leave of absence for one year. Dues and fees must be paid in full at the time of the request. Extensions beyond one year require a new application. Students returning after an approved leave of absence are not required to apply for re-admission. Students that do not return and fail to request an extension will be withdrawn from the New York Academy of Art (Academy) and be required to apply for re-admission. Students must apply for a Leave of Absence before the last day to drop a class in a given semester. International students must obtain authorization from the Principal Designated School Official (PDSO). Polices can be found in the [student handbook](#).

## STUDENT INFORMATION

Issue date \_\_\_\_\_ Leave begins \_\_\_\_\_ I intend to return \_\_\_\_\_  
Term/Year Term/Year

Student Name \_\_\_\_\_  
Last, First, Middle

Student ID No. \_\_\_\_\_ Concentration/Track \_\_\_\_\_ Email \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_  
Street, Apt  
\_\_\_\_\_  
City, State or Country, Zip Code

## REASON

- Academic Medical Personal Employment  Military  Financial
- Family Concerns Judicial Reasons Transfer to another college Visa Problems

## ADDITIONAL INFORMATION OR REQUESTS

Did you complete registration for the semester in which you are requesting a leave? Yes NO  
Do you receive any Financial Aid? Yes NO  
Are you an international student? \* Yes NO

## ACKNOWLEDGEMENT

I understand that if I take a Leave of Absence after the first day of the semester I am responsible for all or part of my semester bill, regardless of the reason for the Leave of Absence. Further, I understand that I may lose all or part of my Financial Aid for the term.

\_\_\_\_\_  
Signature of Student or Authorized Representative Date

\_\_\_\_\_  
Registrar Signature Financial Aid Signature DSO Signature  
\_\_\_\_\_  
Date Date Date

## **INSTRUCTIONS**

Students must obtain all required signatures on the application form and return it to the Office of the Registrar for processing. Students that take a leave of absence after the first day of the semester are responsible for all or part of my semester bill, regardless of the reason for the leave of absence. Students may lose all or part of their financial aid for the term.

## **MEDICAL LEAVE OF ABSENCE**

If you are seeking a leave of absence for a medical or psychological condition, you must provide appropriate documentation from an attending health care professional to the Director of Student Affairs. This documentation should include:

- Diagnosis of the problem
- Prognosis of treatment and recovery
- Any limitations on employment or class participation

You are required to obtain a recommendation for return from your health care provider and authorize the release of any relevant information necessary to assist your readiness to return.

## **FINANCIAL AID**

All financial aid deadlines must be met for the semester that you plan to return to the Academy. If you take a leave of absence you may be required to immediately repay financial aid for the semesters that you are on leave. If your request for a leave of absence is granted after the first day of the semester, you are responsible for the percentage of the tuition and all fees based on the date of withdrawal. If you are receiving any Financial Aid, you may be required to repay the financial aid that you received during the semester that you decide to leave the Academy. If you owe money to the Academy, no transcripts will be released. You must meet with the Registrar for an exit interview after completing this form. You must meet with the Director of Financial Aid to see what you may need to repay. A leave of absence does not exempt you from student loan repayment.

## **INTERNATIONAL STUDENTS**

If you are an international student holding an F1 or J1 visa, a leave of absence will affect your visa status. You must contact the Academy's Principal Designated School Official (PDSO) to review your status and requirements pertaining to your matriculation while on a leave of absence.