



Leave of Absence & University Withdrawal Form Office of the Registrar

Student's Name: _____ Fisk ID# _____

Permanent Address: _____

Phone: _____ Email: _____

Leave Of Absence: The period of time I expect to be away is Fall _____ and/or Spring _____.
If requesting a Leave of Absence, when are you planning to return to University Fall _____ Spring _____.

Permanent Withdrawal from Fisk University Fall 20____ Spring 20____

Last Date of Attendance _____ Withdrawn from Courses by

(Required)

X

Student Signature

X

Office of the Registrar Staff

Federal Regulation requires the return of unearned federal aid award money when a recipient with withdraws from school prior to completing 60% of a term. Withdrawing from Fisk University will place your financial aid record under review in order to meet this requirement. Adjustments that impact your balance are your responsibility. University data such as transcripts cannot be printed for students with unpaid balances. Student with balances will be referred to collections for non-payment.

Dropping All Courses: I _____ am giving the Office of the Registrar permission to drop my entire course load for the current semester Fall _____ Spring _____.

Reason for Withdrawal: ___ Financial ___ Personal ___ Medical ___ Disciplinary ___ Academics

Displeased (Explain) _____

Other (Explain) _____

Financial Aid Signatures

Additional Signatures Needed

Intent to Withdraw/Exit interview

Office of Financial Aid Staff Date

Student's Signature Date

Faculty Advisor Date

Residence Hall Director Date

Student Engagement Date

Student Account Date

AESP Date

University Registrar Date

Withdrawal Completion

Office of Financial Aid Staff Date

Office of the Provost Date

Office of the Registrar Staff Date



Leave of Absence & University Withdrawal Form Office of the Registrar

The University Withdrawal Policy has many impacts including academic, financial, and residential housing.

Please read this policy in its entirety.

If you need to withdraw from Fisk University, you must review the **University Withdrawal Policy**.

A university withdrawal means that you will not be returning to the University to take any courses. Any undergraduate student who does not register for two consecutive regular academic semesters will be discontinued and will have to apply for re-entry to the University. If you are withdrawing due to military activation, please review the **Military Withdrawal Policy**.

Leave of Absence

Leave of absence in good standing may be granted for a variety of reasons to students wishing to interrupt their studies at Fisk and request time away from the University. Students seeking leave of absence for a specified period must obtain the withdrawal form from the Office of the Registrar. Upon approval by the Provost, the student must specify a time period during which the leave of absence will be valid. Upon conclusion of the leave or at any time thereafter, the student may return by making formal application for re-admission. Students who depart from the University without obtaining the permission of the Provost may be denied permission to re-enter. Students on leave of absence will not be granted credit for college work done out of residence, unless they have received prior approval from the Provost. A student who takes absence in good standing receives grades according to normal Fisk grading practices.

University Withdrawal Policies

Withdrawing from the University

This policy outlines the process for student's withdrawal from the University.

Policy

Students who withdraw from the University before the end of the withdrawal period of the semester will be given a grade of WD in all courses. Withdrawal after that will result in an instructor assigning the grade of WP or WF (which does not affect a student's GPA). **A Student may not withdraw from the University in the last three weeks of a semester.**

To Withdraw officially, a student should initiate the withdrawal process in the Office of the Registrar. It is the student's responsibility to withdraw officially from the University. Failure to withdraw formally will result in failing grades, possible dismissal, and additional financial obligations. Dates for the end of each semester's withdrawal period are listed on the Academic Calendar on the University website.

University Withdrawal (not returning to the University)

Any Student wanting to withdraw from the university and all classes for any given semester, and who will not be returning the following semester, **MUST** submit appropriate paper work to the University. The University withdrawal form can be located and picked up in the Office of the Registrar in Cravath Hall, Room 111. Once the Withdrawal form is signed fully and returned to the office, the Withdrawal process can be completed. You will receive a Confirmation email once the form has been received and processed by the Registrar Team. Please refer to the Academic Calendar for Important Withdrawal Related Dates.

Military Withdrawal (*Active Duty and Reserve Duty Components*)

This policy outlines a student's options when called to active military service during the course of their academic semester and provides guidance for the faculty and college administration with regard to grading or



Leave of Absence & University Withdrawal Form Office of the Registrar

withdrawals. The following process is to be used by the Office of the Registrar when assisting students activated for partial or full deployment.

Policy

Depending on when in the semester the interruption occurs, student should confer with their advisor and instructors as to which options are most appropriate to their situation. Their options are in accordance with the University policies. To Exercise the options available under these provision, students should provide a copy

of the military orders. If timing does not permit a student to complete a withdrawal form and present his/her Military orders to the Office of the Registrar prior to leaving campus, the student may withdraw by sending a personally signed written request for a military withdrawal to the Office of the Registrar by email (registrar@fisk.edu), or postal delivery service. A Copy of his/her military orders, as stated

INFORMATION

Financial Aid

If you have any federally funded loans, it will be necessary for you to complete Exit Loan Counseling. If you fail to complete this Exit loan counseling, holds may be placed on your records preventing you from registering for classes at Fisk University and for requesting a transcript.

Exit counseling must be completed online at www.studentloans.gov prior to receiving a signature from a member of the Student Financial Aid staff.

Financial Aid Ramifications for Withdrawing

If you are a financial aid recipient and you withdraw, you may no longer be eligible for all of the financial aid you have received. The amount of aid you are eligible to receive for the semester depends upon the number of days that you attended, the type of financial aid that you received, and whether or not you received a refund.

Please note, financial Aid adjustments will occur for recipients receiving federal financial aid withdrawn administratively. Refunds will also be made to students who officially withdraw from Fisk University prior to the end of the Semester as follows:

Prior to First Day of Classes	100%
From the first day of classes until one week after the semester begins	80%
8 to 14 days after the semester begins	50%
15 days or more after the semester begins	0%
<i>No refunds will be made under the following circumstances</i>	
Failure to Officially withdraw	
Suspension or forced withdrawal for disciplinary reasons	
Reduction in credit hours after the last day to add/drop classes	

It is highly recommended that if you are considering a withdrawal from the university, that you contact the office of Student Financial aid to discuss what impact your withdrawal may have on your current and future financial aid package.



Leave of Absence & University Withdrawal Form Office of the Registrar

Room and Board

If you are a resident student, please anticipate an email from the Living Learning Center (LLC) with instructions regarding as well as your room and board refund. Generally, residents are expected to remove personal belongings from their rooms within 24 hours after withdrawal from the University or upon termination of the residence contract. LLC refunds will be based upon the date the student's belongings are removed from the room and the date the student Signs the LLC Check-Out form. **It is the Student's Responsibility to be certain the Check-Out form is signed and dated correctly.** If a resident fails to remove personal property from their room within 24 hours after withdrawal or dismissal, the property will be promptly removed from the LLC and disposed of after the occupants are given a 72-hour notice from the Office of Residence Life and Campus Services.