



Labouré College

Office of the Registrar

Voluntary Leave of Absence/Withdrawal Form

Students wishing to either take a leave of absence (LOA) or fully withdraw from Labouré College, must complete all sections of this form. Students can request up to 1 academic year if interested in returning to Labouré.

_____	_____	_____
Date	Program	
_____	_____	_____
Student Name	ID#	Last Date of Attendance (LDA)

Withdrawals and Financial Aid

Students who receive Federal or Title IV financial aid are subject to the Return of Title IV Funds regulations. Students who withdraw may keep earned aid. Unearned aid has to be returned to the appropriate aid programs. Earned aid is determined by the percentage of the semester that the student completed before withdrawing. For example, if a student completed only 30% of the semester, then the student may keep only 30% of aid. The remaining unearned aid would have to be returned to the appropriate aid programs. Students who complete 60% of the semester are eligible to keep their aid for that semester. Students who had aid disbursed to them for living expenses may be required to repay funds to the US Department of Education. For more information, please visit <http://www.laboure.edu/tuition-financial-aid/financial-aid-information>

All students should be aware of the following:

- If a promissory note for any of the loan programs that the College offers has not been submitted before the withdrawal date, the loan(s) will automatically be cancelled in full;
- If an entrance interview has not been completed before the withdrawal date, the loan(s) will automatically be cancelled in full; and
- New students who are first-time borrowers who withdraw during the first thirty days of the semester are not eligible to receive subsidized or unsubsidized loans.

Massachusetts financial aid is returned in accordance with Commonwealth of Massachusetts regulations. Students who have questions about how withdrawing will affect their financial aid are encouraged to contact the Office of Financial Aid. Students may also contact Office of Financial Aid to learn about some examples of Return of Title IV Funds.

Satisfactory Academic Progress

Students who withdraw or take a leave of absence are still subject to Satisfactory Academic Progress (SAP). Further information regarding SAP can be found in the [Labouré College Catalog & Student Handbook](#).

Readmission

Students seeking readmission are required to submit an application for readmission online at www.laboure.edu. Detailed information on the Readmission policy can be found by viewing the [Labouré College Catalog & Student Handbook](#). After submitting an application to Admissions, the student would be required to meet with an Academic Advisor. There is no fee for readmission to the college.

Effective Date – select one

- I wish my leave of absence/withdrawal will take effect immediately. If the student is currently enrolled in courses and this form is submitted during the Adjustment Period, they will be dropped from the course. If this form is submitted after the Adjustment period, a "W" will appear on the official transcript. **Please note that this option cannot be selected after the last date for course withdrawal for the semester (this information can be found in the Academic Calendar).** Any eligible refunds would be applied in accordance with the Refund Policy.
- I wish my leave of absence/withdrawal to take effect after final grades are received for the current semester. (i.e. I will not be returning next semester, but plan to return to Labouré within 1 academic year.)
- I wish my leave of absence/withdrawal to take effect for a future semester. Please indicate the semester requested: _____

Please continue to page 2

Please describe the reasoning that you are requesting a Leave of Absence or Withdrawal from Labouré College:
(This area can be written or you can attach a separate document)

Continue to page 3

Leave Type – select one and complete when you plan to return, if selecting a Leave of Absence:

Medical Leave of Absence

A medical leave is utilized when a student is unable to continue their enrollment because of physical or psychological conditions. The student must submit documentation from his/her care provider that supports the medical leave. Further documentation may be required upon return to the College to ensure medical clearance.

I plan to return to Labouré College in the following term: FA SP SU Year of: 20____

Military Activation Leave of Absence

A Military leave of absence is available for students who serve on active duty in the armed services of the United States when a military commitment arises. The student must submit a copy of the military active duty orders.

I plan to return to Labouré College in the following term: FA SP SU Year of: 20____

General Leave of Absence

A leave of absence is available for students who cannot attend a semester for none of the above reasons but wish to remain an active student at the College. Please select the main reason for your LOA from the chart below.

I plan to return to Labouré College in the following term: FA SP SU Year of: 20____

Withdrawal from College

A Withdrawal from the College is utilized when a student no longer wishes to attend Labouré College and does not intend to return. If the student received financial aid while enrolled at the College, he/she must complete Exit Counseling online at studentloans.gov, or make an appointment with the Financial Aid Office.

Please indicate any of the following reasons for your leave/withdrawal:

Academic:	<input type="radio"/> Program does not meet my expectations	<input type="radio"/> I felt academically unprepared
	<input type="radio"/> Transfer to other College	<input type="radio"/> Difficulty adjusting to program demands
Personal:	<input type="radio"/> Relocating	<input type="radio"/> Health reasons
	<input type="radio"/> Family responsibilities	<input type="radio"/> Career goals changed
Financial:	<input type="radio"/> Tuition/books/supplies too expensive	<input type="radio"/> Insufficient financial aid
Other reason:		

Student Signature

By signing, I acknowledge that I have read this form and understand that I am requesting a Leave of Absence or Withdrawal from Labouré College. I understand that this request must be approved by my Department Chair and a designee of Student Engagement. I also understand that if I am responsible for any financial obligation I may have.

Student Signature: _____ Date: _____

Division Chair & Student Engagement Approval

Approved Approved with Conditions Denied

Additional Comments: _____

Program Chair Signature: _____ Date: _____

Student Engagement Signature: _____ Date: _____

Registrar Use Only	
Processed by: _____	Date: _____