

## Request for Personal Leave of Absence or Official Withdrawal from the College

*Contact Office of Student Affairs for information on requesting a Medical Leave of Absence*

Last name	First	M	Purchase ID Number (PID)	Major
Home Address	City	State	Zip	Mobile Phone Number

**Personal Leave of Absence or Official Withdrawal from the College is effective the date the completed, signed form is received at the Office of the Registrar. This effective date is used for calculating billing, refunds and assessing financial liability.**

**Please check one:**

I would like to request a Personal Leave of Absence.

Semester in which you are planning on returning to Purchase: \_\_\_\_\_

*A Personal Leave is generally granted for a maximum of two semesters. You will not be guaranteed housing upon return to campus. If you do not return for classes in the semester indicated above, you will be administratively withdrawn from the College.*

I would like to officially withdraw from the College. I do not plan to return to the College.

Do you plan to complete the current semester? Yes  No

What is the last date you attended, or will attend, classes? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

What is the reason for leave or withdrawal? \_\_\_\_\_

**Balance Due/Refunds**

Students are responsible for any unpaid balances due to the College. Students will receive a final invoice for any balance due. Financial Aid awarded may need to be returned based on the refund percentage; this may require students to pay certain costs out of pocket. Contact Student Financial Services at 914-251-7000 for more information.

**Housing**

If your Leave of Absence/Withdrawal will be effective for the current semester, you are required to vacate Housing within 48 hours of submitting this form. Check with the Office of Community Engagement at 914-251-7040 for more information

**EOP Students**

Consult with the EOP Director while applying for a leave of absence or withdrawal. Students are not guaranteed that a spot in the program will be available if/when you desire to return. This may be arranged with the EOP Director before you leave.

**International Students** International Students in F-1 or J-1 immigration status must obtain a signature from the Designated School Official (DSO) in the Office of International Programs and Services (OIPS)

\_\_\_\_\_  
Designated School Official (DSO) from OIPS Signature Date

**BFA, MusB, BSVA and MFA students must meet and receive signature from their Chair / Director**

\_\_\_\_\_  
Chair / Director Signature Date

**\*\*\*\*\* Required Student Signature \*\*\*\*\***

\_\_\_\_\_  
Student Signature Date

**DO NOT WRITE IN THIS BOX - FOR OFFICE USE ONLY**

Date received: \_\_\_\_\_ F1/J1 Visa Status: \_\_\_\_\_ Grades to be assigned: W's  As earned  Drop

Effective date: \_\_\_\_\_ Registrar Designee: \_\_\_\_\_