

VOLUNTARY LEAVE OF ABSENCE APPLICATION**Policies and Procedures**

A student who requires time off from their academic program for personal, financial or medical reasons, but who intends to return to the University within one year, may request a leave of absence. Undergraduate students may request a leave of absence by completing an Application for Voluntary Leave of Absence, available in the Office of Student Affairs. Graduate students must complete an Application for Voluntary Leave of Absence through their program director. Students applying for a leave of absence for personal or financial reasons must request the leave prior to the last day of the first week of classes. Students are limited to one leave during their time at Elmhurst University. This leave is not to exceed 180 days. A student on a leave of absence is responsible for meeting their financial obligations to the University.

A new student who has registered for courses and paid a deposit but has withdrawn from the University prior to the 6th day of class in the Fall or Spring term, cannot take a leave of absence. Rather, they should contact the Office of Admission to request to defer their admission.

Except in extraordinary circumstances, as determined by the Associate Dean of Faculty, a student leaving the University at any point after the term begins will be considered withdrawn from all courses for that term and may not request a leave of absence for the following term. Any outstanding account balance is immediately due in full. To be considered for readmission, the student may contact the Office of Admission at admit@elmhurst.edu.

A student on a leave of absence does not qualify for special loans, grants or other arrangements that require status as a regularly enrolled student. University services, facilities, and privileges are not available to students who are on a leave of absence. Students are not permitted to participate in any University organizations for the duration of their leave. Students are not permitted to enroll in another institution while on leave.

The academic files for a student on a leave remain active with the Office of Registration and Records and the student's faculty advisor or program director during the duration of the leave. A student returns at the end of the leave with the same academic status they held prior to the leave and is subject to the same academic and conduct policies and procedures while on leave as a currently enrolled student. A student is not considered enrolled or registered for the duration of the leave. In addition, the University cannot confirm enrollment for student loans or other enrollment verification purposes.

Process for Requesting a Leave of Absence

1. **Office of Student Affairs:** Meet with the Director of Student Support Services and Intervention to complete an Application for Voluntary Leave of Absence.
2. **Office of Student Financial Services:** Meet with Student Financial Services (sfs@elmhurst.edu) to protect future eligibility for scholarships, grants, and/or student loans and regarding outstanding balances to a student account.
3. **Office of Advising:** Meet with Office of Advising (advising@elmhurst.edu) to discuss the implications of interrupting enrollment.
4. **Office of Registration and Records:** Meet with Registration and Records (regrec@elmhurst.edu) to discuss class registration.

International Students should also consult with the Office of International Education (international@elmhurst.edu). Elmhurst Learning and Success Academy (ELSA) students should also consult with the Associate Director of ELSA (elsa@elmhurst.edu).

VOLUNTARY LEAVE OF ABSENCE APPLICATION**Once a Leave of Absence is Approved**

- **Housing and Residence Life:** Remove all personal belongings from campus within 72 hours after the effective date of the approved leave. Resident students must officially check out with a member of the Housing and Residence Life staff, turn in keys, and complete a room check-out.
- **Dining Services:** A meal plan will be canceled per the terms of the license agreement.
- **Keys:** Return all University keys to the appropriate staff member/office (residence hall, labs, etc.)

Communication with Students on Leave of Absence

All students are expected to check their Elmhurst University email address in a timely fashion while on leave. All official communication from Elmhurst University faculty and staff will continue to be sent to a student's Elmhurst University email address.

When a request for a leave of absence is approved, undergraduate students will receive a letter from the Office of Student Affairs that:

- Specifies the terms and conditions of the leave
- States the advisor of record with whom they must meet before returning
- Requests to contact administrative offices such as Student Financial Services, Office of Academic Affairs, etc.
- Provides a list of student services and facilities available, as well as registration dates for the following term
- Provides Instructions on how to complete the re-entry form prior to class registration and returning to Elmhurst University

Medical Leave of Absence

Students may request a medical leave of absence if they need time away from Elmhurst University for treatment of a physical or mental health condition that affects their ability to function safely and successfully as a member of the Elmhurst University community. Students requesting a medical leave of absence will be required to provide medical documentation and each leave is individualized based on the needs of the student. The approval for a medical leave of absence will include treatment expectations during the leave of absence and may require coordination with a healthcare professional. Medical leaves of absence will be individually tailored to meet each student's situation and handled on a case-by-case basis.

Returning from a Leave of Absence

All undergraduate students returning from any type of leave of absence must complete a re-entry form before registering for classes and returning to Elmhurst University. The re-entry form can be obtained through the Office of Student Affairs and is also emailed to a student's University email address. Re-entry forms must be completed no later than 6 weeks prior to the first day of classes. Students are required to meet with their advisor or program director to discuss course selection for the upcoming semester. In some cases, a meeting with the Office of Student Affairs will also be required. Students returning from a medical leave of absence will be asked to provide medical documentation to support their return.

If a student whose leave is approved does not return at the end of one term, the student will automatically be withdrawn from the University, with the withdrawal date being the date that the student began the leave of absence. Once the student is withdrawn, they may seek readmission through the Office of Admission. Any outstanding account balance is immediately due in full.



VOLUNTARY LEAVE OF ABSENCE APPLICATION

OFFICE OF
Student Affairs

Complete application and return to:

Undergraduate Students: Office of Student Affairs, Frick Center
Graduate Students: Office of Academic Affairs, Goebel Hall

Name: _____ Student ID: _____
First Middle Last

Current Mailing Address: _____
Street City State Zip

Cell Phone: _____ Campus Box: _____

Session: UG Traditional _____ UG Adult _____ Graduate _____ ELSA _____ Campus Housing: Y__ N__

Advisor Name (undergraduate only): _____

Program Director Signature (graduate only): _____ Date: _____

Leave of Absence Term: _____

I would like to begin my leave of absence immediately
 I would like to begin my leave of absence for the upcoming term

I last attended class on: _____ / _____ / _____
Month Day Year

Reason for Leave: _____ (e.g. medical, personal, or financial)

A leave of absence may affect repayment of student loans. Consult the University Catalog and the Office of Student Financial Services for details.

I hereby acknowledge that the information I have provided is accurate. My signature below authorizes University officials to verify necessary information in my educational record. I have read and understand the leave of absence policies and procedures. I understand the effect of the leave on my academic and financial status.

Student Signature: _____ Date: _____

Prior to possible approval of this request for a leave of absence, you are required to contact the following offices to review leave of absence policies and obtain signatures for confirmation:

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|---|-----------------|-------------|
| 1. Office of Student Affairs | Signature _____ | Date: _____ |
| 2. Office of Advising | Signature _____ | Date: _____ |
| 3. Office of Registration and Records | Signature _____ | Date: _____ |
| 4. Office of Student Financial Services | Signature _____ | Date: _____ |
| 5. ELSA (if applicable) | Signature _____ | Date: _____ |