



**Please read and acknowledge the following:** Submitting this form after the course withdrawal period has begun will result in a "W" grade for your classes unless a grade has already been awarded.

The New Paltz transcript will include a notation for the leave of absence.

You may exhaust your grace period for student loan repayment if you take a leave of absence.

Federal Aid may be adjusted based on the percentage of the semester completed, possibly resulting in a balance being owed to the College. This is known as a Title IV Recalculation. Future federal aid may be affected by excessive "W" grades. Consult with Student Financial Services, WH 124, for detailed information on the effect of your leave or withdrawal on your progress towards degree and aid eligibility. Direct Loan borrowers must complete exit counseling with Student Financial Services or online at studentloans.gov.

Excelsior Scholarship recipients may lose eligibility for the current or future semesters, depending on the timing and circumstances of the leave. Consult Student Financial Services for additional information.

Students who receive support from the Tuition Assistance Program (TAP) should contact the Office of Student Accounts to determine the financial impact of the Leave of Absence.

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Student ID

\_\_\_\_\_  
Student's Full Name

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**Obtain all applicable signatures before returning this form.**

Educational Opportunity Program Participant

Advancing Completion through Engagement Participant

\_\_\_\_\_  
Signature of EOP Advisor

\_\_\_\_\_  
Initial date of contact by student\*

\_\_\_\_\_  
Signature of ACE Advisor

\_\_\_\_\_  
Initial date of contact by student\*

International Student

Military Affiliated Student

\_\_\_\_\_  
Signature of International Advisor

\_\_\_\_\_  
Initial date of contact by student\*

\_\_\_\_\_  
Signature of OVMS Staff

\_\_\_\_\_  
Initial date of contact by student\*

On Campus Resident Student      Last date in residence: \_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Residence Life

\_\_\_\_\_  
Initial date of contact by student\*

All students, whether or not they receive aid, must obtain a signature from the Office of Student Accounts, WH 114.

\_\_\_\_\_  
Signature (REQUIRED)

\_\_\_\_\_  
Initial date of contact by student\*

**By signing this form, I am certifying that I understand the conditions of this request.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*Return completed and signed form to the Registrar (WH 115) for final approval*

\_\_\_\_\_  
Registrar's Signature

\_\_\_\_\_  
Initial date of contact by student\*

\*This is the date the student first contacted your office about this leave.

**Special Circumstances Refund Request**

For students withdrawing from all classes prior to the midpoint of the semester only. Students who take a leave of absence prior to the course withdrawal period for circumstances beyond their control, may contact Student Accounts (stuacct@newpaltz.edu) to see if a refund request is applicable. All questions about refunds should be directed to Student Accounts stuacct@newpaltz.edu.