

Office of Academic Records

Leave of Absence Form

First Year, Second Year, and Junior FCRH/FCLC students: Please meet with your academic advisor prior to submitting this form.

FCRH/FCLC Seniors: Please meet with your Class Dean prior to submitting this form.

All other students: Please print, sign, and take completed form to your school's Dean's Office.

FIDN:

Student Name:

Email:

Contact #:

College:

Campus:

Program:

Class of:

I intend to take a Leave of Absence. Effective:

Reason:

if OTHER, please specify:

What is the last date you plan to attend or attended classes?

When do you plan on returning to Fordham?

Please read each item carefully and initial that you understand the terms and conditions:

** INTERNATIONAL STUDENTS: I am a **F1** or **J1** Visa Student*

*If you are a **F1** or **J1** Visa Student, you must contact OIS and your Class*

Dean/FCRH or FCLC Advisor (first-years only) prior to completing this form.

** I understand that I am responsible for all outstanding financial obligations to the University.*

** I receive financial aid, and understand an Enrollment Group Representative is available to meet with me to discuss any possible financial implications of my withdrawal, including when student loans might become due.*

** I receive VETERAN benefits*

I do not receive financial aid

For further information regarding the University's refund policies for students who withdraw from all or a portion of their studies, [click here](#).

** I reside in campus housing, and understand a Residential Life Representative is available to assist with necessary steps required for withdrawal.*

I do not reside in campus housing

Undergraduates Only: If you have been accepted to a study abroad program for the current or a future semester, please check this box and contact studyabroad@fordham.edu for guidance.

Student Signature:

Date:

This date will henceforth be known as your "Intent Date" and where applicable, is the date Academic Records will use to indicate the start of your LOA.

For Dean's/FCRH or FCLC Advisor's Use:

Last date of Academic Related Activity¹

Dean's/Advisor's Signature: Conditions

Date signed:

Conditions for return:

Additional Comments:

For Academic Records Use:

1 Academic Related Activities

- Class
- Examination or quiz
- Completed or handed in an assignment, paper or project
- Tutorial
- Computer-assisted instruction
- Academic Conference
- Attended an institution run study group where attendance was taken
- Dissertation mentoring or advisement

Date Processed:

By:

Notes:

AR 08/25