

**WITHDRAWAL/LEAVE OF ABSENCE FROM THE UNIVERSITY**

For a **MEDICAL** Withdrawal/Leave of Absence, please contact or visit the Registrar's Office in Lyle Hall for more information

For Undergraduate Students Only

STUDENT ID#		NAME			
ADDRESS					APT. #
CITY		STATE	ZIP	CHECK HERE IF THIS IS A NEW ADDRESS <input type="checkbox"/>	
HOME PHONE			E-MAIL		

1. Please indicate your current enrollment status:  Registered for Spring  Registered for Fall  Not registered for Spring or Fall

Read the accompanying **Withdrawal/Leave of Absence Information** page for details and requirements regarding withdrawals and leave of absences from Millersville University

2. Are you requesting a permanent withdrawal from the University?.....  Yes  No  
If Yes, effective when?  End of Term (Indicate term here \_\_\_\_\_)  Immediately

If yes, please select the reason that most closely describes why you are leaving the University:

- Financial Difficulties  Dissatisfied with academic quality  
 Academic Difficulties  Dissatisfied with campus life  
 Personal or Family Issues  Other (please describe) \_\_\_\_\_

Are you planning to transfer to another college/university?  yes  no

3. Are you requesting a temporary leave of absence from the University?..... Yes  No  
If Yes, effective when?  End of Term (Indicate term here \_\_\_\_\_)  Immediately  
If Yes, for what term do you plan on returning? \_\_\_\_\_

4. Do you currently have Financial Aid (including grants, VA benefits, Perkins and/or Stafford loans, etc.)?..... Yes  No  
If Yes, you must contact your financial aid counselor prior to submitting this form to determine how taking a leave of absence or withdrawing from the university may affect your account. *Initial here to indicate you have been made aware of the impact of your withdrawal or leave of absence by the office of financial aid:* \_\_\_\_\_

5. Are you living in a Residence Hall ..... Yes  No  
If Yes, you must complete an electronic request through your MAX account > Student Services > Housing & Dining > Off Campus Request. You will receive an approval/denial email within 3-5 days. *Initial here to indicate you have informed Housing and Residential Programs of your decision to withdraw/take a leave of absence from the university and have completed the proper paperwork with them:* \_\_\_\_\_

**PLEASE READ THE ACCOMPANYING INFORMATION SHEET FOR IMPORTANT DETAILS, INCLUDING GRADE AND REFUND INFORMATION**

I affirm that I have considered and understand the effects of this withdrawal/leave of absence based on the information provided on these documents and by any and all applicable offices.

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

OFFICIAL USE ONLY

OFFICIAL DATE OF WD OR LOA \_\_\_\_\_

SCHEDULE ACTION:  
 COURSES DROPPED \_\_\_\_\_ TERM  
 "W" RECORDED  
 FINAL GRADES WILL BE ASSIGNED

PROCESSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

DISTRIBUTION: REGISTRAR                      STUDENT                      BURSAR                      FINANCIAL AID                      HOUSING

## Withdrawal/Leave of Absence Information

### INFORMATION REGARDING WITHDRAWALS

- Students withdrawing from the university that are planning to re-enroll at some future date will be required to submit an application for re-admission to the Admissions Office.
- An immediate withdrawal means that you may no longer reside in university housing, use a meal plan, or receive a financial aid refund check. **This will be processed with the date of receipt, not when it was signed.**

### INFORMATION/REQUIREMENTS REGARDING LEAVE OF ABSENCES

- To be eligible for a leave of absence you must have completed at least one semester in an undergraduate degree-seeking program at Millersville and must be in good academic standing (Cumulative MU GPA 2.0+). If you do not meet the requirements, you will be withdrawn and must submit an application for re-admission to the Admissions Office.
- A leave of absence is limited to a maximum of two consecutive terms.
- If a student fails to return from a leave of absence by the term indicated above, the student will be withdrawn from MU.
- An immediate leave of absence means that you may no longer reside in university housing, use a meal plan, or receive a financial aid refund check. **This will be processed with the date of receipt, not when it was signed.**

### INFORMATION REGARDING BOTH WITHDRAWALS AND LEAVE OF ABSENCES

- For a **MEDICAL** Withdrawal/Leave of Absence, please contact or visit the Registrar's Office in Lyle Hall for more information (717-871-5005).
- Grades of "W" will be assigned to students who withdraw or take a leave of absence from the university between the 2<sup>nd</sup> and 10<sup>th</sup> week of class. Regular letter grades will be assigned from the faculty to students whose form is received after the deadline to withdraw from a class. For information on the winter & summer terms, please contact the Registrar's Office.
- If you are a recipient of financial aid, including loans, contact the Office of Financial Aid (Lyle Hall – 717-871-5100) to discuss the impact of withdrawing or taking a leave of absence on your aid package for this and subsequent semesters. When your withdrawal is processed, Financial Aid will consider you not enrolled and act accordingly. Depending upon the time of the semester you withdraw, it is possible that all of your aid may be returned (as required by federal law) and you may be personally billed for the semester.
- Visit the Office of Financial Aid's website for specific information and deadlines concerning some of the effects withdrawing or taking a leave of absence may have on your financial aid:  
(<http://www.millersville.edu/finaid/eligibility/withdraw.php>)
- No matter when you withdraw: a) you may still owe the university money; or b) monies may be returned to your lenders, not you personally.
- You can check on the percentage of tuition and fees that will be refunded back to you by consulting the Bursar's website (<http://www.millersville.edu/bursar/>) or by contacting them directly (Dilworth Hall – 717-871-5101).
- The deadline for a total withdrawal or leave of absence from a term when you would be given Withdrawal grades for your classes is the end of the 10<sup>th</sup> week of the semester. Any forms submitted after the 10<sup>th</sup> week will result in you getting grades as earned.
- Withdrawal grades do not affect your grades negatively but do reduce your percent of progress, which is required for some financial aid programs.
- Processing a leave of absence or withdrawal means that you may no longer reside in university housing, use a meal plan, or receive a financial aid refund check after the date of your withdrawal.
- After a withdrawal from the university, readmission to Millersville is not guaranteed.
- If you have on-campus housing, you must contact the Office of Housing and Residential Programs. Questions about housing/dining fees being charged or refunded should be directed to the Office of Housing and Residential Programs (18 Boyer Hall – 717-871-4200).