



Office of Academic Records
University Withdrawal /Leave of Absence (non-medical)

First & Second year FCRH/FCLC students: Please meet with your academic advisor prior to submitting this form.
Upperclass students: Please see your Junior/Senior Assistant Dean to complete the process and gain signed approval.
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:

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? (if applicable)

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

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 Activity 1

Dean's/Advisor's Signature:

Date signed:

Academic Records will use this date
as your official withdrawal date.

Conditions for readmission:

Additional Comments:

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

For Enrollment Services Use:

Date Processed:

By:

Notes: