

Registrar's Office

2500 North River Road | Manchester, NH 03106-1045 | Phone 603-668-2211 | Fax: 603.6294647 | www.snhu.edu

Leave of Absence

Please check/complete as appropriate:

In Person Notification Phone Notification From: To: (date) (date)

PLEASE PRINT OR TYPE

Student ID #: _____

Phone #: _____ Preferred e-mail address: _____
Area Code Number

Full Name: _____

Home Address: _____

Date of last class attended: _____ Last date in residence: _____
Month Day Year Month Day Year

International Student? yes no

Academic Program: (Check one) ESL UD/CUL

Forwarding Address: _____

Reasons for Leave of Absence

Please check all that apply and indicate specifics if possible:

- Service in Armed Forces Personal
Medical Other

Please explain: _____

Student Signature: _____ Date: _____

School Official Signature: _____ Date: _____

(over)

**LEAVE OF ABSENCE FROM
SOUTHERN NEW HAMPSHIRE UNIVERSITY**

Students may take a leave of absence from the university by obtaining a leave of absence form from the Vice President for Student Affairs and obtaining all necessary signatures. **All International Students must obtain forms and begin the process in CIE.** Merely ceasing to attend classes does not constitute an official leave of absence, academically or financially. Failure to file a leave of absence form with the Vice President for Student Affairs will result in the automatic recording of "F" grades for all courses being taken by the student. If a student is under 18 years of age, written parental consent must be received. The official date of the leave of absence is the last date of class attendance as verified by an instructor. This date will be used in determining any refund. Southern New Hampshire University identification cards must be returned to the Student Affairs Office when taking a leave of absence from the University. Students who take a leave of absence from the University after the eighth week of the semester will receive either a "WP" or "WF" from each of their instructors.

NO adjustments to account balances will be done nor will leave of absence disputes be considered after 30 days from the end of the semester during which the student withdrew.

I have read and agree to the above statement:

Name: _____

Date: _____

FOR OFFICE USE ONLY

Originator – Name & Date SNHU was notified.

If applicable, deposit amount is forfeited.

_____ Date: _____

ACADEMIC ADVISING – Students meet with either their advisor or a staff member in the Academic Advising Office prior to finalizing their leave of absence.

_____ Date: _____

RESIDENCE LIFE – All resident students must clear the Office of Residence Life to terminate their housing.

_____ Date: _____

FINANCIAL AID – All students must stop at Financial Aid to clear their accounts. Financial Aid will then forward the form to the Registrar's Office.

_____ Date: _____

REGISTRAR'S OFFICE: Registrar removes class schedule and forwards form to Bursar's Office.

_____ Date: _____

BURSAR'S OFFICE : Makes final adjustments to student account and sends form back to Registrar for student permanent file. Copy is sent to Student Affairs

_____ Date: _____

Distribution:

Originator -- Student Affairs, CIE, Graduate School or ILE -- makes copies for the Wellness Center and the advisor of the student.

Please note that CIE needs a copy of all Leave of Absence forms of all International students.

*Originator forwards student **with the Form** to his/her Academic Advisor or the Academic Advising Office, Residence Life (if a resident student), Financial Aid (if student has financial aid). Financial Aid will then forward the form to the Registrar. If the student has no financial aid, form will be left with the Academic Advising Office or the Residence Life Office who will forward the form to the Registrar.*

*Registrar forwards the **Form Only** to the Bursar's Office for Student's file.*

Each office keeps a copy for its records after signing off on it.

In case the process is being done by mail, each office will keep a copy of the form for its records after signing off on it and the original will be forwarded as follows: Academic Advising; CIE; Residence Life (if resident student); Financial Aid (if student has financial aid); Registrar; SAS (Student File)