Notification of Temporary Interruption of Study Within a Term

Step One: To Be Completed By Student

Name:

EmpId:

Email Address:

Term:

I request to be withdrawn from all courses in which I am currently enrolled. I am requesting a temporary interruption of study.

I plan to return: ______________________ (Date or Term)

IMPORTANT STUDENT NOTIFICATIONS

Financial Aid Recipients
If student is currently receiving or has ever received a federal student loan at any time during his/her enrollment at Emory University, a financial aid exit interview is legally required. Student is to contact the Office of Financial Aid to complete this interview.

Attention International Students: Student must provide written approval from the Office of International Student Scholars Services before requesting a leave withdrawal.

Length of Leave
A leave of absence that continues past 180 days* will be converted to a complete withdrawal from Emory University and processed accordingly by your school’s administration.

Dean or School Representative’s Signature & Date

Remove any future enrollments: YES NO

Step Two: To Be Completed By School Dean or Representative

A. Effective Date for Leave

Enter Date:

A leave withdrawal could result in loss of Title IV funding and create a financial obligation to the University for the student. It is extremely important that in term leave withdrawals are processed within 30 days of last day of attendance. If the school dean or representative cannot verify the last date of attendance, please use the date for the withdrawal as the date your office was officially notified of the student’s non-attendance.

B. This temporary interruption will be recorded as a leave of absence on the student’s program of study. Please indicate an appropriate reason below:

☐   Academic Deficiency
☐   Medical
☐   Personal
☐   Other ________________________

Step Three: To Be Completed By Administrative Offices

A. Is the student a financial aid recipient?

☐ YES  ☐ NO

Financial Aid Representative’s Signature & Date

B. Is the student receiving veteran benefits?

☐ YES  ☐ NO

Veteran Certifying Official’s Signature & Date

C. Final Process (Registrar)

A. Verify all signatures are present on the form (Student, School, Financial Aid, VA)
B. Drop future enrollments, recalculate tuition and remove future term activations
C. Remove any grades and GERs that may be present for the current term
D. Withdraw student using Term History “Term Withdrawal” panel
E. Recalculate current term tuition
F. Eligible to Enroll flag must stay checked for the current term
G. Enter Leave of Absence using withdrawal date approved by Dean on the Student Program/Plan panel
H. Give form to staff for NSC update
I. Return of form after NSC update – Please file form appropriately

Processed by & Date: _____________

Verified by & Date: _____________

Need Help? productionrequest-l@listserv.emory.edu

Office of the Registrar (REVISED 3/27/14)