



## LEAVE OF ABSENCE

This form is for students choosing to take a Leave of Absence. Upon submission of this completed form to the Registrar, students will have their admission status maintained for two regular semesters and can register for classes as usual during that time. Students choosing to extend their Leave of Absence beyond two semesters will be required to complete a Re-enrollment form before registering for classes again. If a student's Leave of Absence is extended beyond four semesters, he/she is required to reapply through the Admissions Office to register for classes.

### STUDENT INFORMATION

Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Permanent Address \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

When do you expect to return to NEBC? \_\_\_\_\_ Are you on academic probation? \_\_\_\_\_

Reason for withdrawal:
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### 1: DEAN OF ACADEMICS

I, the student, have discussed my withdrawal with the Dean of Academics and accept any and all academic consequences of my withdrawal from NEBC.

Student \_\_\_\_\_ Academic Dean \_\_\_\_\_ Date \_\_\_\_\_

### 2: STUDENT LIFE

I, the student, have completed all parts of the **Exit Interview** process required by the Office of Student Life and have completed a **Final Housing Inspection** (if applicable). A copy of the exit interview and inspection results have been attached to this form.

Student \_\_\_\_\_ Student Life \_\_\_\_\_ Date \_\_\_\_\_



### 3: PRESIDENT'S OFFICE

I, the student, have returned my post office key and student ID badge to the president's office.

Student \_\_\_\_\_ President's Office \_\_\_\_\_ Date \_\_\_\_\_

### 4: BUSINESS OFFICE

- The student has signed a Financial Statement of Acknowledgement and made appropriate arrangements to fulfill these obligations.
- The student has been made aware of his/her financial obligations to NEBC
- Amount owed at the time of withdrawal request: \$ \_\_\_\_\_

I, the student, acknowledge that I am financially obligated for all expenses for the current semester as explained to me by the Business Office.

Student \_\_\_\_\_ Business Office \_\_\_\_\_ Date \_\_\_\_\_

### 5: LIBRARY SERVICES

I, the student, have returned all library books and have settled or made arrangements to settle any and all fines related to Library Services.

Student \_\_\_\_\_ Library \_\_\_\_\_ Date \_\_\_\_\_

### 6: ADVISOR

I, the student, have met with my advisor and informed him/her of my intention to not register for classes.

Student \_\_\_\_\_ Advisor \_\_\_\_\_ Date \_\_\_\_\_

### 7: REGISTRAR

I, the student, I understand my admission status will be maintained for two regular semesters during which I can register for classes as usual. After one year of non-enrollment, I understand I must complete a Re-enrollment Form to register for classes. After two years past the original date of withdrawal, I understand I will be required to reapply through the Admissions Office.

Student \_\_\_\_\_ Registrar \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL DATE OF WITHDRAWAL** \_\_\_\_\_