



Leave of Absence Request

Office of Advising & Registration
4th Floor, Dewar Union
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

To begin the process of taking a leave of absence from Hartwick College, you must complete this form and return it to the Office of Advising and Registration. The form may be dropped off, mailed, or faxed. A letter of verification will be sent to your permanent mailing address within 3-5 business days.

Name: _____ ID No: _____
Advisor: _____ Major: _____
Residence Hall: _____ Graduation Date: _____

Please check the following to indicate type and date of leave you are requesting:

_____ General Leave Start Date: _____ End Date: _____
_____ J-Term Leave Year: _____

Reason for leave of absence:

Prior to submitting this request, please follow the procedure below and check items as completed:

- Consult with and inform your parents of your intent to take a leave of absence;
- Work out your complete academic program with your advisor to assure that you will be able to satisfy the distribution and major requirements for a degree;
- Determine the effect a leave would have on your financial aid, if you receive any from Hartwick College, by contacting the Office of Financial Aid.

I certify that the above information is accurate and the steps have been completed.

Student's Signature

Date

Office of Advising & Registration

Date