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 the Registrar. The form may be dropped off, mailed, or faxed. You are required to complete a ‘Return from General Leave of Absence Request’ at least 10 days prior to the start of the term you intend to return. This form cannot be used to process a medical leave of absence.

Name: _______________________________ ID No: ____________________________
Advisor: _______________________________ Graduation Date: ________________
Phone#/Email: ____________________________ Submit 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 (please print):

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

☐ Consult with and inform your parent or guardian 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 upon your return;

☐ Determine the effect a leave will 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 above steps have been completed. By signing this form I also understand that in order to return from a leave of absence I must complete a ‘Request to Return from a Leave of Absence’ form.

Student’s Signature ____________________________ Date _____________

Registrar Signature ____________________________ Date _____________

Office Use Only (R5)

Approved ___ Denied _____ Date Processed _____ Processed By

Comments: