

NEW YORK STUDIO SCHOOL

OF DRAWING, PAINTING & SCULPTURE

LEAVE OF ABSENCE FORM

POLICIES FOR LEAVE OF ABSENCE

This form should **only** be completed by students who plan on returning to the School within one academic year.

1. Only students in good financial standing will be approved for a leave of absence.
2. International students must obtain authorization from the International Student Advisor prior to completing this form.
3. If, after completing a Leave of Absence, a student is unable to return within the appropriate time frame, s/he must then submit a Complete Withdrawal Form to the Director of Student Services.

Student Name: _____

Address _____ **Apt #** _____ **City** _____ **State** _____ **Zip Code** _____

Program: MFA Certificate **Major:** Sculpture Painting

Reason for request to leave: (Please use the back of this form OR attach a separate sheet if necessary)

Personal Financial Medical Academic Transfer Other _____

Effective date of leave of absence:

Expected date of return:

Semester/Year _____ / _____

Semester/Year _____ / _____

I have read and agree to comply with the items applicable to me as stated above. I understand that the request for leave is not official or complete until I obtain appropriate signatures from the parties listed below and this form is processed by the Student Services Office.

Student's Signature

Date

The above student, in good standing at the New York Studio School, has been granted a Leave of Absence as requested above only if all clearances are signed below:

Director of Student Services

Date

Leave of Absence Procedures & Costs

Students may request a Leave of Absence from the School for a period of one semester (but no more than two consecutive semesters) for certain extenuating circumstances. These may include, but are not limited to, medical emergency; family emergency and/or financial emergency. Only students who are in good financial standing may request leave. If students require further extension of the leave beyond the two consecutive semesters, they must complete the Complete Withdrawal Form. If a student wishes to return to the school following withdrawal, he/she must reapply to the program and follow the Admissions procedures.

Re-Admission

Students who wish to reenroll after taking one semester or more off without taking an official leave of absence must apply for re-admission. Students who want to re-enroll in the School following a Complete Withdrawal must apply for re-admission. Applications are available from the Outreach Coordinator or are available on the website www.nyss.org. Regular admission fees apply.

Withdrawal from the School

Students who decide to leave the School prior to matriculation or without requesting a leave of absence must fill out a Complete Withdrawal Form prior to leaving. This form enables a student to withdraw from all registered classes, and serves to inform various departments within the School that the student is no longer enrolled. Contact the Director of Student Services for information on procedures and for Complete Withdrawal Forms.