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.