New York University
A private university in the public service

School of Law - Office of Student Affairs
245 Sullivan Street, Suite 474
New York, New York 10012-1301
Telephone: (212) 998-6658
Fax: (212) 995-3826
law.studentaffairs@nyu.edu

LEAVE OF ABSENCE/WITHDRAWAL REQUEST FORM

Complete this form and return it with a separate letter explaining the basis of your request and a copy of your transcript.

Name	University ID	Today's Date*
☐Mr. ☐Ms. ☐Mrs.	(May be found on back of ID) N	

*Request based on when the Office of Student Affairs receives this form.

NYU Home Account*	Phone Number
	( ) -

***We will communicate with you via your NYUHome Account while you are on leave.**

Current Address	Address While on Leave
_____	_____

To which address should we send a confirmation letter? ☐ **Current Address** ☐ **Leave Address**

This is a request for: ☐ **Leave of Absence** ☐ **Leave Extension** ☐ **Visiting another institution** ☐ **Withdrawal**

Is your request: ☐ **Medical** ☐ **Personal**

***Medical requests must provide a letter from their medical provider in lieu of basis of request.**

Semester(s) during which you will be on leave: ☐**Fall 20_____** ☐**Spring 20_____**

I am currently a: ☐ **1L** ☐ **2L** ☐ **3L** ☐ **P/T LL.M.** ☐ **F/T LL.M.** ☐ **Exec. LL.M.** ☐ **Adv. Prof. Cert**

For P/T Tax, Executive LL.M. and Advanced Professional Certificate only:
Are you taking online classes? ☐ **Yes** ☐ **No** **If yes, which:** _____

Are you a U.S. citizen? ☐ **Yes** ☐ **No** **If no, please indicate visa type:** _____

Answer each question below by marking an "X" in the Yes or No column at right	YES	NO
1. Are you currently receiving, or scheduled to receive, financial aid/grants/loans? ***If "Yes":*** Contact Student Financial Services at (212) 998-6050 to discuss financial obligations while on leave or withdrawal.		
2. Have you applied for/been accepted to Law School housing during the time you will be on leave? ***If "Yes":*** Please contact Residence Services at (212) 998-6510, and notify them of your leave or withdrawal once it has been approved.		
3. Have you registered for courses in the semester(s) for which you are requesting leave?		
4. Have you paid tuition for the semester(s) for which you are requesting leave?		
5. When do you presently plan to return to the School of Law? Fall 20_____ Spring 20_____		

_____ _____
Your Signature Date Arthur F. Fama Jr., Assistant Dean, Office of Student Affairs Date

GENERAL INFORMATION ABOUT LEAVES OF ABSENCE:

- **Eligibility**: Students who have not completed their first term at the School of Law are not eligible for a leave of absence. Such students may request withdrawal only, and will be required to reapply to the School of Law in the event they wish to return.
- **Length:** Leave of absence may be granted for one or two semesters only. The leave may be extended for one year with permission of the Executive Committee. All students are given up to five years to complete their studies as of the date of their first registration, with the exception of Tax Certificate students who have four years. *Please note* if you are an LL.M. and need the LL.M. degree to qualify for the NY Bar you will need to complete the program within two years of matriculation.
- **Fees:** Students approved for a leave of absence will be charged maintaining matriculation and applicable registration and service fees. Associated fees for maintaining matriculation will be applied according to the degree program of the student*****. You will receive a bill for these fees from the University Bursar. Students who have not paid maintaining matriculation fees, and all other outstanding bills, will not be able to register when they return. Students who are maintaining matriculation and who want to be covered by NYU Health Insurance must affirmatively elect a Health Insurance Plan. To do so, contact Health Services at (212) 443-1020.
- **Notification:** If your leave is approved, you will receive a letter via mail explaining the necessary next steps to prepare for your leave. *ie:* Contacting Financial Aid or Law School housing if you are recipients of either.
- **Please note:** Once you are approved for a leave to visit another institution, we expect you to make every effort to obtain enrollment at another law school.

*****Fees incurred vary and include: Enrollment status fee, University Registrar Registration fee, and NYU Facilities access fee.

NOTICE TO 3L STUDENTS:

If you would like to participate in our Convocation ceremony in May, check your NYUHome account regularly for important information about graduation requirements, tickets, attire, and more.

NOTICE TO VISITING STUDENTS:

If you plan to visit another law school and your leave has been approved, contact the Office of Records and Registration to obtain a letter of good standing. They may be reached at (212) 998-6040 or law.registration@nyu.edu.

RETURNING FROM YOUR LEAVE OF ABSENCE:

It is the student's responsibility to check their NYU email for updates on how to return from their leave of absence. In order to return you must state your intent to return, provide your University ID and Net ID, and ensure all outstanding fees have been paid *(please refer to the 2012-13 Student Handbook, page 53, to the section entitled "Financial Arrears").* Students on a medical leave must be evaluated by a clinician at the Student Health Center at least 7-10 days before the date you plan to register.

Students who take a leave while in good standing may rejoin the Law School subject to the regulations when they reenter, provided that they have previously applied for and received a leave of absence from the Assistant Dean for Student Affairs or the Executive Committee. It will be the student's responsibility to comply with all registration requirements during the semester prior to their return to the Law School.

For more information about the School of Law's Leave of Absence policy, consult the Student Handbook online at www.law.nyu.edu/students/studentaffairs/publicationsandresources/studenthandbook/index.htm.