

ANTIOCH COLLEGE**Dean of Students Office**

Phone: 937-769-1160

Fax: 937-769-1163

REQUEST FOR A PERSONAL LEAVE OF ABSENCE OR WITHDRAWAL

This form is to be used to request either a Leave of Absence or a Withdrawal. A leave of absence is for students who need or wish to interrupt, but not to discontinue their degree program, and are generally used to pursue non-academic activities. Withdrawals are for students who do not intend to return. In either case, students need to be informed about the implications of their decisions (please see back).

STUDENT INSTRUCTIONS:

Complete this section, sign and date it near the bottom, then take it to the Dean of Students Office to begin the process of securing the required signatures.

Name: _____ **SSN:** _____

Home Address: _____

Indicate Request (check one): **Leave of Absence** _____ **Effective Date:** _____
Withdrawal _____ **Effective Date:** _____

Reason for LOA or WD:

If it is your intent to withdraw, skip to signature section. If you are taking a leave of absence, indicate your current study/co-op schedule on the left and your proposed schedule on the right. We strongly encourage you to discuss this with your academic and co-op advisors.

CURRENT SEQUENCE				PROPOSED SEQUENCE			
	Summer	Fall	Spring		Summer	Fall	Spring
2006-07				2006-07			
2007-08				2007-08			
2008-09				2008-09			
2009-10				2009-10			

I have read the information on the reverse side of this form and understand the implications of my decision to request a leave of absence or withdraw from Antioch College.

Student Signature: _____ **Date:** _____

Dean of Students Approval: _____ Date: _____

Financial Aid Approval: _____ Date: _____

Business Office Approval: _____ Date: _____

Registrars Office Approval: _____ Date: _____

Highlights of Policies Regarding Leaves or Absence and / or Withdrawal from Antioch

See Catalog for More Complete Information

From the Registrar:

- A maximum of four credits per semester may be transferred to Antioch for work taken at other colleges and universities while on personal leave of absence. Written approval from the Registrar must be obtained prior to taking the course at the other institution if the student wishes to transfer the credit to Antioch. There is a \$135 per-credit fee to transfer any credits earned at another institution while on personal leave of absence.
- No cooperative education credit may be earned while a student is on a personal leave of absence.
- A student who has been sanctioned by the Academic Policy and Review Committee (APRC), by being placed on probation or warning, will have the sanction continue when they return from a LOA.
- If the student does not return at the end of the approved term of leave, up to one year, the student will be withdrawn as of the last date of attendance.
- Former students who wish to return to Antioch should contact the Registrar's Office to obtain an application for readmission. Students who withdrew while in good academic standing and seek readmission within one calendar year are not assessed a readmission fee. A readmission fee is charged to students who apply for readmission after one calendar year.
- Applications for readmission from students who withdrew and who were not in good standing must be approved by the Academic Policy and Review Committee.

Contact: Douglas Wamer, Registrar for Technology & Reporting Services - dwamer@antioch-college.edu

From the Financial Aid Office:

- At the beginning of an approved one-term leave of absence, students with prior loans will be reported to their lenders as on an approved leave of absence for financial aid and loan deferment purposes. The grace period (6 to 9 months depending on the loan) begins the day the LOA begins. If the student returns to Antioch before the end of this grace period, and he/she completes loan deferment forms, the loans will not go into repayment. If the LOA is longer than one term, the grace period will expire and repayment will begin. The student should complete in-school deferment forms, which once processed, will postpone remaining loan repayment while in effect.
- The financial aid award for the academic year in which the student takes a LOA will be revised. It will mean changes to charges and accompanying aid for the term of the LOA. It may also mean significant changes in aid for the terms of enrollment within the academic year in of the LOA.
- Students with any prior loans received at Antioch will need to complete Exit Counseling and return the Exit form to the financial aid office. If this is not returned, a "HOLD" will be placed on registration for future terms or the processing of any transcript requests.
- Students receiving a Community Responsibility Scholarship from Antioch will continue to receive that award when they return from a LOA, provided they have met the other conditions for its continuation. Students who withdraw and seek readmission are no longer eligible for the Community Responsibility Scholarship.
- Students are responsible for meeting deadlines for the reapplication for financial aid and scholarships.
- Once a student has completed 60% of the term, the student has "earned" all of his or her federal aid. Prior to that time, the student earns only the percentage of that aid that corresponds to the percentage of the period completed. The College uses the same formula to calculate institutional aid "earned" and returns the unearned aid to the College.
- The distribution of refunds to federal aid recipient is mandated by Federal law.

Contact: Robin Heise, Director - rheise@antioch-college.edu

From the Business Office:

- When a student takes a leave or withdraws their charges will be assessed according to the last date of attendance. Students who registered for the term, will be charged tuition and fees based on that date. Students will be assessed charges for room and board through the date of departure and the return of their dorm keys.
- Failure of the student to complete the LOA /WD process may result in additional charges and the loss of possible refunds.
- Transcripts will be held until the balance has been paid on all charges.
- Readmission is contingent upon all prior indebtedness to the College being paid in full.

Contact: Deb Caraway, Director - dcaraway@antioch-college.edu