

# Leave of Absence and University Withdrawal

## Leaving RIT

**"Leave of Absence" (LOA)** is a temporary separation from RIT with a plan to return. A leave of absence may not exceed three consecutive terms of non-enrollment, including summer but excluding intersession.

**"University Withdrawal"** is a permanent separation from the University. Any student who plans to leave the University on a permanent basis must formally withdraw. Any student who has withdrawn from the University and then wishes to return is required to go through the Admissions process.

There are many things to consider when filing for a withdrawal or leave of absence. Please read the following carefully.

**Before the term begins:** If you are making the decision to take a leave of absence or withdraw from the University for a given term, *before that term begins*, you must file the appropriate paperwork with your academic unit *before the first day of classes*. Once your paperwork is approved/processed, you will be dropped from all courses for the upcoming term, and will not be responsible for registration fees for that term.

**During the term:** If you are making the decision to take a leave of absence or withdraw from the University for a given term, *during that term*, you must file the appropriate paperwork with your academic unit *immediately*. Once your paperwork is approved/processed, you will be withdrawn from all courses for the current term and any future enrollment will be dropped. The amount of fees owed for the term will depend on the last day of attendance, confirmed by your instructors (see *Financial Implications of Withdrawal*, below).

## Returning to RIT

### Leave of Absence (LOA):

To return from a leave of absence, a student must contact their academic unit and request a return from leave of absence. The academic unit will work with the student to complete a *Return from Leave of Absence* form. If a student does not complete the return from leave of absence paperwork and enroll in classes within three consecutive terms, the student will be withdrawn from the University.

### University Withdrawal:

Students who wish to return from an University Withdrawal must reapply for admission. Information about the readmission process, application and deadlines can be found at <http://rit.edu/admission>.

# Financial implications of Leave of Absence or University Withdrawal

**Before the term:** For students who take a leave of absence or withdraw before a term has begun all tuition and required fees will be reversed.

**During the term:** If you withdraw while a term is in session, the last day of attendance (verified by instructors) determines any possible refund of charges assessed to your student account. The amount refunded changes substantially over time; use the [Refund Schedule](#) as a guide to help determine potential adjustments to tuition and fees.

Regardless of the point in time you decide to take a leave of absence or university withdrawal if you qualify for a refund, it will be issued after the completed paperwork is processed and after any financial aid, housing and/or dining charges have been adjusted. If you have authorized an electronic funds transfer (EFT), the refund is issued in the form of an EFT; otherwise, a check is mailed to your permanent mailing address.

**Financial Aid:** If you take a leave of absence or withdraw and have already received financial aid, be advised that you may no longer be eligible for some or all of the aid you have received. Based on your last date of attendance financial aid may be adjusted resulting in a balance due on your student account. You may contact the Financial Aid and Scholarship Office, (585) 475-2186, if you have questions. Please note that after leave of absence or university withdrawal paperwork is processed, the financial aid process may take up to 30 days to complete.

**Deferred Payment Plan:** If you are participating in the Payment Plan (PP) through the Student Financial Services Office and you take a leave or withdraw before completing all your payments, you may still owe for charges. After filing your Leave of Absence or University Withdrawal, call Student Financial Services at (585)475-6186 for more information.

**International Students:** If you are an F-1 or J-1 visa holder, a Leave of Absence or University Withdrawal will impact your legal status in the U.S. Please review the Maintaining Status at <https://www.rit.edu/studentaffairs/iss/immigration-visas/maintaining-status> before submitting this petition.