

## Leave of Absence

This form should be used by students who are planning to not register for one or more semesters and do not plan to withdraw from the School during the registration period that the leave of absence will become effective. Please type or print legibly and return to the Office of Student Affairs.

1. **Name:** \_\_\_\_\_ **RU ID#:** \_\_\_\_\_  
*Last Name First Name Middle Initial*
2. **Rutgers Email Address:** \_\_\_\_\_
3. **Current Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
*Include Number, Street and Apt. Number City State Zip Code*
4. **Phone Numbers:** \_\_\_\_\_

\_\_\_\_\_  
*Home Telephone Number (incl. area code) Business Telephone Number (incl. area code) Mobile Telephone Number (incl. area code)*

1. **Program:** (please check one)  Traditional, On-Campus  Online  Blended  Intensive Weekend
2. **Are you enrolled at the School of Social Work on a student Visa (F-1, J-1)?**  Yes  No
3. **Are you receiving Financial Aid?**  Yes  No
4. **Have you been on a Leave of Absence from the School of Social Work before?**  Yes  No

**When:** \_\_\_\_\_

### To The Office of Student Affairs

I will not be attending classes at the School of Social Work for the \_\_\_\_\_ due to: (please indicate reason)  
*(semester & year)*

- Academic  Personal  Financial  Health  Relocation  Transfer to: \_\_\_\_\_  Other

Explain briefly: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am requesting a:

- Leave of Absence (19:910:800)**

Location while on Leave: \_\_\_\_\_

In order to maintain my place in the Rutgers, School of Social Work, I petition for approval of the above request, and submit the appropriate fee.

*A student's petition for a Leave must be approved by the Associate Dean for Student Affairs. If a student does not return after taking a leave of absence, they will be administratively withdrawn from the school.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Program Coordinator

\_\_\_\_\_  
Date