



Manor College Withdrawal from College/Leave of Absence Form

The decision to withdraw from college/take a leave of absence is serious and should be made with a full understanding of the implication. Each student must contact their Academic Advisor, Financial Aid Office, Library Director, and the Office of Academic Affairs to review the financial and academic ramifications prior to withdrawing.

Name: _____ Manor ID Number: A00000 _____

Major: _____ Advisor: _____

Manor Email Address: _____

Reason for Withdrawal: _____ **Additional Information:** _____

****Students who have an urgent need to discontinue their studies are allowed to have a leave of absence from the College of up to one term by submitting this form and being granted approval by the Assistant Dean of Academic Support & Retention. At the end of the leave of absence period a student may return to the College by being formally readmitted. The student is still responsible for tuition and fees during a leave of absence.**

Last Date of Attendance: _____ Grade Point Average _____

Do you plan to return to Manor College? (Yes/No): _____ If yes, when? _____

Withdrawal/Leave of Absence Begins (Midterm/End of Term): _____

(if you plan on finishing the current term then "End of Term"; if you wish to be withdraw immediately, you will receive "W" for all ungraded courses and be marked "Midterm Withdraw.")

I acknowledge that I am liable for all unpaid tuition and fees. I acknowledge that any library books, sporting equipment, or loaned materials must be returned immediately or I will be charged accordingly for those materials. I acknowledge that I have spoken with my advisor, an officer in Financial Aid, and the Academic Affairs Office to discuss my options to stay at Manor College with a reduced course load.

By SIGNING YOUR NAME, you confirm that the information on this form is true, you have read the above terms and conditions, that you understand them, and that you agree to be bound by them by way of signature. *

Signature below is verified only if this document is being sent through my @manor.edu email account.

STUDENT SIGNATURE:

DATE:

Registrar Received: _____

Scanned/Attached: _____

11.13.20