



Application for Withdrawal / Institutional Leave of Absence (Voluntary)

Registrar's Office ✧ Keuka College ✧ Keuka Park, NY 14478
Phone: 315-279-5204 ✧ Fax: 315-279-5294

Student's Name:		SS# or Student ID#
Permanent Address		Telephone Number:
		Email:
Class Year: 20 _____	Do you live on campus? YES NO	Effective Date: Immediately End of _____ Semester
Major: _____ (If you do not have a major, please indicate by entering "Exploratory")		Academic Advisor:
<p>I am requesting:</p> <p>A withdrawal from the College. Student has voluntarily decided to leave the College permanently or is transferring to another institution.</p> <p>An Institutional Leave of Absence. Student will be gone for a maximum of two academic semesters (excluding Field Period and summer session terms). At the end of one or two academic semesters, the student may return to the College without reapplying. Please note: This is an institutional leave only. Higher Education will be notified that the student is no longer in attendance. The student may have to begin repaying his/her student loans. Expected Return Date: _____</p>		

REQUIRED SIGNATURES:

Student's Signature:	Date:
Financial Aid: (1st Floor - Ball Hall)	Date:
Student Accounts (includes Perkins) (Lower Level - Ball Hall)	Date:
Student Affairs (if applicable) (Dahlstrom)	Date:
Associate VP for Academic Programs (Dr. Santelli - HEG 411)	Date:

OVER →

1. Following is a list of the reasons why students leave the college. Please check all that apply.

ACADEMIC:

Courses too difficult
 Courses not challenging enough
 Too many required courses
 The major/courses I want not offered:
 (Please indicate what major/ courses that you desire)

ENVIRONMENTAL:

Unhappy with college social life
 Did not like residence halls
 Unhappy with college rules/regulations
 College too small
 Did not like living in a rural area

 Could not get academic support I needed
 Inadequate advising
 Professors not helpful enough
 Internship
 Insufficient access to/use of technology

PERSONAL:

Health related issues
 Marriage/separation/divorce/starting a family
 College is not what I expected
 Need a break from college
 Problems at home
 Family/spouse moving
 Want to be closer to home

FINANCIAL:

Financial Aid was inadequate
 Encountered unexpected expenses
 Tuition/fees were more than I could afford

Other (Specify):

2. Of all the reasons checked above, please CIRCLE the most important one.

3. Once I leave Keuka I will:

Attend another college (Institution: _____ Major: _____)

Work Stay home Travel Undecided

Other(Specify):

4. Do you plan on returning to Keuka College in the future?

YES NO Don't know

5. Would you recommend Keuka College to your friends?

YES NO Don't know

If NO, why not:

Registrar's Office Use ONLY:

Documented Last Day of Attendance:	FA/Bursar/Student Affairs/Faculty/Advisor notified (date):	TAP adjusted Yes No	Pro-rated Tuition:
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