



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? <input type="checkbox"/> YES <input type="checkbox"/> NO	Effective Date: <input type="checkbox"/> Immediately <input type="checkbox"/> End of _____ Semester
<u>Major?</u> (If you do not have a major, please indicate so by entering "Exploratory")		Academic Advisor:

I am requesting:

A withdrawal from the College. Student has voluntarily decided to leave the College permanently or is transferring to another institution.

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: _____

REQUIRED SIGNATURES:

Student's Signature:	Date:
Financial Aid:	Date:
Student Accounts (includes Perkins)	Date:
Student Affairs (if applicable)	Date:
Associate VP for Academic Programs:	Date:

OVER

1. Following is a list of some 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 or courses that you desire):

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

FINANCIAL:

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

Other (Specify):

ENVIRONMENTAL:

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

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

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 <input type="checkbox"/> Yes <input type="checkbox"/> No	Pro-rated Tuition:
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