BOSTON UNIVERSITY
WITHDRAWAL/LEAVE OF ABSENCE FORM

GRADUATE students must submit this form to their Academic Dean's Office. UNDERGRADUATE students must submit this form to the University Service Center. MET NON-DEGREE and MET PART-TIME students must submit this form to Metropolitan College. All other NON-DEGREE students must submit this form to their Academic Dean's Office.

B.U.I.D. / Social Security Number

Type of Leave Requested (Circle One)
Withdrawal
Leave of Absence

Action to Take Effect (Semester and Year)
Semester (Circle One)
Year
College
Fall
Spring

Planned Semester of Return
Semester (Circle One)
Year of Return
Fall
Spring

Number of Semesters for Leave of Absence
(Circle One) 1 2 3 4

Last Name

First Name

Middle Initial

Address

City

State

Zip Code

Province & Country (If Foreign Address)

Telephone Number

Reason for Leaving

Are you an international student in F-1 or J-1 immigration status? □ Yes □ No
If yes, you must consult with your ISSO advisor prior to taking a leave of absence or withdrawing.

Name of Advisor

Date of Meeting

REFUNDS

Recipient of Financial Assistance must request a refund in writing through their Office of Financial Assistance. All other students must request a refund in writing from Student Accounting Services, 881 Commonwealth Avenue, Fourth Floor. Please refer to the Class Schedule for the current semester's Refund Schedule.

STUDENT HOUSING

Please note: If your Withdrawal/Leave of Absence will be effective for the current semester, you are required to vacate University Housing within 48 hours of submitting the Withdrawal/Leave of Absence form.

Student's Signature

Date (Month - Day - Year)

FOR OFFICIAL USE ONLY - ADMINISTRATIVE ACTION

Withdrawal Status Code

Exit Interview Reason Code(s)

Authorized Signature

Date

White Copy: Registrar's Office

Yellow Copy: School

Pink Copy: Student