

# LEAVE OF ABSENCE

Student Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Preferred Phone # \_\_\_\_\_ URI ID # \_\_\_\_\_

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

**Send Completed Form To:**

University of Rhode Island  
Enrollment Services Green Hall  
6 Rhody Ram Way  
Kingston, RI 02881 USA

**Phone:** (401) 874-9500

**Fax:** (401) 874-2910

**Website:** [www.uri.edu/es](http://www.uri.edu/es)

College (Check One)

AS	<input type="checkbox"/>
BUS	<input type="checkbox"/>
CCE	<input type="checkbox"/>

ELSCI	<input type="checkbox"/>
ENGR	<input type="checkbox"/>
HSS	<input type="checkbox"/>

NURS	<input type="checkbox"/>
PHARM	<input type="checkbox"/>
UC	<input type="checkbox"/>

Semester Requested (e.g., Fall 2007)	Effective Leave Date Requested (e.g., 6/15/2007)	Semester of Return* (e.g., Spring 2008)
Fall 20____ Spring 20____		

Reason for Leave of Absence

<input type="checkbox"/> Work	<input type="checkbox"/> Finances
<input type="checkbox"/> Personal	<input type="checkbox"/> Academics
<input type="checkbox"/> Medical	<input type="checkbox"/> Military Ser.

Other: (Briefly Describe)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Kingston Campus Students, please complete additional Survey questions through your e-Campus account URI Student Withdrawal/Leave Survey option.

**Approval**

Academic Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature required

OFFICE USE ONLY

Received and processed by ES: \_\_\_\_\_ Date \_\_\_\_\_  
Staff Initials

**Important Notes:**

Undergraduate students who wish to take a leave of absence from an academic program must do so through their academic deans office.

\*A Leave of Absence maintains your student status for a period of one or two regular semesters.\*

At the end of your "Leave" you will be permitted to register using the University's e-Campus registration system at [www.uri.edu/ecampus](http://www.uri.edu/ecampus). In some cases a Leave of Absence will also allow continuation of educational loan deferments. **Contact your Lender for specific requirements.**

Take this form to the office of your academic dean. There you will, in most cases, receive additional information which will be important to your return to the university. It is your academic dean that will approve or deny your Leave of Absence request. If denied, you may still file for a withdrawal from the university.

After you have received dean's approval for your Leave of Absence, this form **MUST** be returned to the Enrollment Services Office. Your Leave of Absence cannot be processed without it. **The effective date is that date used for calculating billing or refunds.** If approved, no grades for the requested semester will be recorded. Go to <http://www.uri.edu/es/students/bill/billadjrefundinfo.html> for additional information regarding billing and refunds.

