



School of Law

# LEAVE OF ABSENCE REQUEST

## **SUBMIT ALL COMPLETED COPIES TO THE LAW DEAN'S OFFICE, (KN 328)**

Students wishing to leave the School of Law temporarily are encouraged to make an appointment with Assistant Dean for Academic Services prior to initiating Leave of Absence procedures.

The leave of absence becomes final only when this completed form or a written notice of intention to take a leave of absence has been approved by the appropriate law school dean and filed with the Law Registrar. Students who simply absent themselves from class without providing appropriate notice of intention to take a leave of absence will have failing grade(s) posted to their record. A leave of absence must be filed on or before the last day to drop classes for any semester.

The maximum time allowed for a leave of absence is one academic year, except as otherwise required by law. Except for compelling reasons, a leave of absence will not be granted to a student during his or her first year or to a student on academic probation. Such a student must petition and be granted a leave by the Committee on Academic Standards. Students who do not return for the semester specified must apply for re-admission and will forfeit any deposits. Retroactive leaves are not granted.

A student on leave of absence from the School of Law is not permitted to participate or enroll in or receive credit for work in any other educational program or school. Any such participation, enrollment, or receipt of credit automatically terminates the leave of absence and the right to return to the School of Law.

Students who file a leave of absence prior to the last day to drop classes for the semester will receive a full refund of tuition and fees. Students who file after this deadline will receive no refund. Refunds for room and meal plans are in accordance with the policies of the Office Of Residence Life. A written request to the Bursar' Office must be made in order to receive a refund of monies remaining in a student's account.

**Students who are receiving financial aid may be subject to the Federal regulations governing the return of Title IV funds. If you are a financial aid participant, please pay careful attention to the information on the back of this form.**

### **STUDENT INFORMATION:**

USF Student ID Number

--	--	--	--	--	--	--	--

Name: Last, First, Middle Initial

Begin Leave:

\_\_\_\_\_  
(semester and year)

Return Semester:

\_\_\_\_\_  
(semester and year)

Permanent Address:

Street

City, State

Zip Code

Telephone

Reason for Leave:

Student Signature:

### **APPROVALS:**

Assistant Dean for Academic Services

2199 Fulton Street, San Francisco, CA 94117

Phone-(415) 422-6304 Fax-(415) 422-5433

Date

Official Date of Leave

Law Registrar's Office Signature

Date

☐

Financial Aid Notified of Leave

Date

## **FEDERAL STUDENT FINANCIAL AID (TITLE IV) POLICY**

The Higher Education Amendments of 1998 require that the University calculate prorated student aid eligibility for students who withdraw or take a leave of absence before completing more than 60% of any academic term. Aid awarded to the student and not earned at the time of the effective date of withdrawal or leave of absence will be returned to the Federal Title IV Student Financial Aid Programs. The Title IV programs include the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity (SEOG) Grant Program, the Federal Perkins Loan Program, the Subsidized and Unsubsidized Federal Direct Student Loan Program, and the Federal PLUS (Parents) Loan Program.

Federal regulations require:

1. that the amount of unearned Federal financial aid be calculated by measuring the number of days the student completed against the number of days in the term in which the student withdraws or takes a leave of absence;
2. that Student Accounts return the unearned aid they accepted in payment of charges;
3. and that the University notify the student of his/her responsibility for returning unearned aid he or she received as a refund from Student Accounts after all charges had been paid.

If aid funds must be returned to the Title IV aid programs, loan funds will be returned before grant funds. Funds received by Student Accounts and by the student, if any, will be returned in the following order as long as there is any amount to be returned:

1. Unsubsidized William D. Ford Federal Direct Loan
2. Subsidized William D. Ford Federal Direct Loan
3. Federal Perkins Loan
4. Federal Direct PLUS (Parents) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Other assistance programs authorized by Title IV of the Higher Education Assistance Act

The Student Accounts Office has information on this policy for students admitted to and enrolled in the University's degree and credential programs. Examples of repayment calculations are available.

*Revised 8/21/09*