



Please Print or Type all information clearly.

Student's Name:		W#:	Email:	
Address:		City/State/Zip:		Phone Number:
Major:	Student Type:		<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
Reason for Leave of Absence: (check one that apply)	<input type="checkbox"/> General Leave of Absence	<input type="checkbox"/> Military Leave of Absence	<input type="checkbox"/> Other	
Explanation for Leave of Absence:				

Leave of Absence Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year: 20 _____
Returning Semester:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year: 20 _____
Check All That Apply				
Are you an International Student?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, International Student Services signature is required	
Do you live in university housing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, Housing & Residential Life signature is required	

Student Signature:	Date:
Dean Signature:	Date:
Dean Name: (Please Print)	
Housing and Residential Life Signature:	Date
Financial Aid Signature:	Date:
Student Financial Services Signature:	Date
Director of International Student Services Signature:	Date
Registrar Signature:	Date

TO BE COMPLETED BY REGISTRAR'S OFFICE

Effective Withdrawal Date:	Date of Determination:	PROCESSED BY	DATE
----------------------------	------------------------	--------------	------

* A Leave of Absence is for one (1) semester only; if a student does not submit an Academic Reinstatement form for the next semester, the student will be withdrawn from Wentworth.

**Students who take a leave of absence will be reviewed for a refund in accordance with the institutional policies outlined in the WIT academic catalog.

***Students who are receiving federal and/or institutional aid are subject to the required federal refund and repayment calculation. After a refund is calculated, the student will be notified of any changes in the financial aid package.

****If you live in Wentworth housing, and are taking leave during a semester, a signature from Housing and Residential Life is required. Failure to check out with Housing and Residential Life could result in penalties and fines; therefore, this petition is not complete until you check out at the Housing and Residential Life Office.