

RHODE ISLAND SCHOOL OF DESIGN

Office of the Dean of Student Affairs, Carr House 3rd Floor

2 College Street, Providence, RI 02903

tel: 401-454-6600

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Undergraduate Student **LEAVE of ABSENCE** or **WITHDRAWAL** Form

A **LEAVE of ABSENCE** is temporary and taken when a student expects to return after a predetermined period of time. Undergraduate students may apply for an LOA period of up to one year. A **WITHDRAWAL** is defined as a permanent separation from RISD. Readmission guidelines are available in the current course catalog.

All students requesting a Leave of Absence (LOA) or Withdrawal (WD) must participate in an exit interview with a designee from the Dean of Students Affairs office prior to final approval and processing of LOA or WD.

• STUDENT INFORMATION:

Name	_____	Date of Birth	_____
RISD ID Number	_____	Original Grad Year	_____
Department	_____	E-mail	_____
Address	_____	Telephone	_____
	_____		_____

• REFUNDS (PER SEMESTER) *(Charges may be assessed once official notification is sent from the Registrar's Office)*

<u>LOA/WD During</u>	<u>Tuition Portion Charged</u>	<u>Room & Board Portion Charged</u>	
1 st Week	0%	5% *	<i>*begins on move in day through 1st day of classes</i>
2 nd Week	20%	20%	
3 rd Week	40%	40%	
4 th Week	60%	60%	
5 th Week	80%	80%	
Thereafter	100%	100%	

MEAL PLANS: Full time students who withdraw from RISD are charged a percentage of their chosen dining plan: In the first two weeks 20%, third week 40%, fourth week 60%, fifth week 80% and thereafter 100%. For more detailed information please see http://www.risd.edu/Students/Dining/Meal_Plan/

• SELECT ONE:

LEAVE of ABSENCE (**temporary**) date of LOA (MM-DD-YY) _____ date or semester of return _____

WITHDRAWAL (**permanent**) date of WD (MM-DD-YY) _____

• INDICATE YOUR REASON(S) FOR LEAVING OR WITHDRAWING FROM RISD:

- Personal _____
- Financial _____
- Medical (*approval required by Student Affairs*) _____
- Military _____

• ARE YOU A **FIRST YEAR** STUDENT IN EXPERIMENTAL + FOUNDATION STUDIES? • NO • YES

If YES, you must obtain a signature from the Experimental + Foundation Studies Office before continuing LOA / WD process.

→ *signature* – Dean, Experimental + Foundation Studies, or Designee _____ date _____

Please complete and sign on reverse side.

Exit Interview
Date _____
Initial _____
M Code _____

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- ARE YOU AN **INTERNATIONAL** STUDENT WITH AN F1 VISA? • NO • YES: SEVIS# _____ date of departure _____

If YES, you must obtain a signature from the International Student Advisor before continuing LOA / WD process.

INTL STUDENT ADVISOR: Student has been given the LOA/WD employment authorization implication document? • NO • YES

→ *signature* – International Student Advisor

date

- DO YOU RECEIVE **FINANCIAL AID**? • NO • YES

If YES, you must obtain a signature from the Financial Aid Office before continuing LOA / WD process.

→ *signature* – Director, Financial Aid, or Designee

date

- DO YOU LIVE IN **ON-CAMPUS HOUSING**? • NO • YES – where? / room number? _____

If YES, you must obtain a signature from the Residence Life Office before continuing LOA / WD process.

→ *signature* – Director, Residence Life, or Designee

date

RESIDENCE LIFE –

move-out date _____ move-out time _____

It is the student's responsibility to remove all personal items from the residence by the check-out date, or effective date of leave of absence, whichever is later. RISD is not responsible for personal items remaining after this date.

STUDENT SIGNATURE:

→ *signature* – Student

date

STUDENT AFFAIRS SIGNATURE:

→ *signature* – Dean of Student Affairs, Assistant Dean of Student Affairs or Designee

date

FOR OFFICE USE ONLY:

If Medical LOA:

Emailed Medical Readmission Letter and Guidelines

Date _____

If Financial:

Updated Google Doc

Date _____

Emailed approved form to Registrar's office

Date _____

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