LEAVE of ABSENCE

SUBMIT COMPLETED FORM TO THE OFFICE OF THE UNIVERSITY REGISTRAR

Students wishing to leave the University temporarily are encouraged to make an appointment with their Dean’s office or adviser prior to initiating Leave of Absence procedures.

The Leave of Absence becomes final only when this completed form or a written notice of intent to take a leave of absence has been filed with the University. Students who simply absent themselves from class without providing appropriate notice of intent 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. For the summer term, a leave of absence applies only to those programs that require a summer enrollment.

The maximum time allowed for a leave of absence is one academic year, or one semester for School of Education students. Students who do not return for the semester must apply for re-admission and will forfeit any deposits. Retroactive leaves are not granted.

Students who file a leave of absence with the University on or after the 1st day of the semester must comply with the official USF leave of absence policy in order to be eligible for a refund. The date on which the Petition of Leave of Absence is received by the Registrar’s Office will be used as the official date of the leave of absence. The pro-rated charges will be deducted from paid amount prior to a refund being issued. Students who have not paid will be subject to pro-rated charges based on the semester enrollment chart located on myUSF Refunds. They will owe a percentage of tuition and housing fees corresponding to the official date of the leave of absence from the University.

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 recipient, please pay careful attention to the information on the back of this form.

STUDENT INFORMATION

USF Student ID Number

Name: Last, First, Middle Initial

College/School:

(circle your school or college)

Arts & Sciences
Management
Education
Nursing & Health Professions

Begin Leave: ____________________________

(Return semester and year)

Return Semester: _________________________

(semester and year)

Reason for Leave:

_____________________________________

_____________________________________

_____________________________________

Student Signature: ____________________

Date: __________________________

(Official Leave Date)

APPROVALS

Office of the University Registrar

Date

Date Entered

2130 Fulton Street
LMM 217
San Francisco, CA 94117
Phone (415) 422-7263   Fax (415) 422-6329

Form Revised 8/12/19
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.