Personal Leave of Absence Form
2020-2021 Academic Year

Overview: Personal Leave is available for students prior to the start of a semester, and is primarily intended for non-academic purposes such as a volunteer work, extended internships, or for other personal and/or financial reasons. Students are highly encouraged to meet with an Assistant Dean for Student Support in the Academic Advising Resource Center prior to taking leave of absence.

Deadlines: Students should submit this form as soon as a decision is made to take leave for a future semester, and no later than the date for submission as posted on the AARC Website. A $300 late fee may be applied for PLOA applications or extensions received after the deadlines. Personal Leave cannot be taken after August 27 2020 (fall), January 9, 2021 (winter), and April 30, 2021 (summer).

Procedures:
In order to be approved for personal leave students must read, sign, and submit both pages of this document and follow the steps listed below. International students are advised that taking leave will affect their visa status and should consult with the Director of the International Student Resource Center.

Step 1: Forms and Signatures Fill out the Notification of Departure form (second page of this document), sign, and email a scan or clear picture to leaves.withdrawals@oberlin.edu. The necessary department signatures will be gathered by the AARC after receipt. You are responsible for reviewing the financial implications of taking a leave by discussing your departure with the Office of Financial Aid, your loan provider, if applicable, and the Office of Student Accounts. After submitting your form, click on the following link to schedule a meeting with an AARC Assistant Dean to finalize your leave: self-schedule link.

Step 2: Mail and Communication Send an email to stumail@oberlin.edu with your OCMR# and your date of departure; include a new mailing address. Keep your OCmail account active while on leave and check your inbox regularly. The Office of the Registrar will contact you prior to the registration period for your intended semester of return regarding registration and your return to campus. You are expected to reply within five days to express your intent to return as scheduled or to extend your leave.

Step 3: Returning to Campus Upon confirmation of your intent to return, registration information will be sent by email. Residential Education will send an email to your OCmail account regarding housing and dining options.

Policies and Signature of Agreement:
▪ Requests for leave extensions should be made in writing to leaves.withdrawals@oberlin.edu.
▪ Students may take up to a total four semesters of leave (i.e. personal leave + medical leave).
▪ Failure to return from leave without making arrangements will lead to withdrawal from the college.
▪ Courses taken at other institutions during leave are subject to the college’s transfer of credit policy (limit of two full academic courses per semester, no more than three full courses or the equivalent after matriculation). See Oberlin course catalog for more details.
▪ In accordance with the residence requirement, students must spend their final semester in residence at Oberlin (see degree requirements in the course catalog).
▪ Students are permitted to take leave while on academic probation; the probation period will resume upon return to the college. Personal leave will be cancelled for students who are suspended for academic or disciplinary reasons.
▪ In order to receive credit for a winter term project, students must be enrolled for and complete at least one semester in that academic year. Students on leave must register for winter term by the registration deadline.
▪ Students on leave who fail to respond to requests from the Registrar regarding registration deadlines will lose preferred housing assignments and will be withdrawn from the college.
▪ Conservatory students may be required to re-audition after two or more semesters of leave.

For more information please email leaves.withdrawals@oberlin.edu or contact the Academic Advising Resource Center at (440) 775-8450.

I have read, understand, and agree to the terms in this document.

Student Name (printed): ____________________________ Student Signature: ____________________________
T#: ____________________________

I give permission for Oberlin College to notify my parent(s) or guardian(s) that I have submitted an application for leave of absence and will be departing campus ________________ (initials).
# NOTIFICATION OF DEPARTURE FROM CAMPUS - PERSONAL LEAVE
## 2020-2021 Academic Year

(Please complete electronically or print in blue or black ink)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>T#</th>
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<table>
<thead>
<tr>
<th>1st Semester at Oberlin</th>
<th>OCMR#</th>
<th>Division</th>
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<tbody>
<tr>
<td>Fall 20, Spring 20</td>
<td></td>
<td>CON</td>
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<table>
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<tr>
<th>Home Street Address</th>
<th>City, State, Zip</th>
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<table>
<thead>
<tr>
<th>Street Address for Leave (If Different)</th>
<th>Usable Dates</th>
<th>City, State, Zip</th>
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<tr>
<th>Major</th>
<th>Advisor</th>
<th>Home #</th>
<th>Cell #</th>
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Indicate all semesters of intended leave

<table>
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<tr>
<th>Fall 2020</th>
<th>Winter 2021</th>
<th>Summer 2021</th>
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Do you intend to do a winter term in your assigned semester?

- Yes
- No

If yes, will you live in college owned housing during winter term?

- Yes
- No
- Uncertain

Will you take classes on leave?

- Yes
- No
- Uncertain

Please sign below in the appropriate spot prior to submitting this form.

Student

Advisor

Student Accounts

Financial Aid

Director, International Student Resource Center
(F1 students only)

Associate Dean, Conservatory
(Conservatory and Double-Degree Students)

**Office Use Only**

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<tr>
<th>Effective Date</th>
<th>Process Date</th>
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<tr>
<th>Registrar Status (Credit)</th>
<th>Late Filing Fee</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
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<table>
<thead>
<tr>
<th>Student scheduled to return</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Spring</td>
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AARC Dean

Signature

Date