



## Global Programs Guidelines for Personal Leave of Absence

NYU expects its students to maintain continuous registration in an academic program with the exception of summer breaks. However, at times it is necessary or desirable for a student to take a leave from enrollment for a period of time. We recommend that you arrange to speak with your LS advisor in New York by phone or skype to discuss your circumstances, and decide on the most appropriate option. NYU is committed to handling reasonable requests for leaves in a responsible manner. Personal leaves are taken for many reasons (financial, family, career, military service, for instance), but there are some implications that you should be aware of before arranging leave from your studies. Personal leaves cannot be taken mid-semester; instead, mid-semester leaves are approved only for health-related causes and documentable family emergencies.

In addition to the important information shared below, students should refer to the official academic withdrawal policy described in their school bulletin, and complete the Term Withdrawal Form through NYU Albert (for instructions, visit [www.nyu.edu/registrar/withdrawal/](http://www.nyu.edu/registrar/withdrawal/)).

In contacting any of the New York-based offices with questions regarding a leave via email or other means, we recommend that you make sure to indicate that you are studying away at one of NYU's Global Academic Centers, include your ID number, and (if by email) copy LS Global Programs ([ls.abroad@nyu.edu](mailto:ls.abroad@nyu.edu)) in the event clarification of your situation is necessary. We will do our best to advocate for you and facilitate as appropriate.

### Financial Implications

- **Refunds.** There are **no tuition refunds** approved **after** the standard refund period has passed. For more details, refer to the published schedule [www.nyu.edu/bursar/refunds/schedule.html](http://www.nyu.edu/bursar/refunds/schedule.html) (specifically the schedule for “complete withdrawal,” since all registered classes are withdrawn following a leave of absence).
- **Loan Repayments.** A leave of absence does not certify a student as enrolled for the purpose of loan deferrals. As such, repayment of any student loans borrowed in previous semesters is **not** deferred during a leave of absence. However, the grace period for most loan repayment plans is usually longer than a single semester leave. It is therefore strongly recommended that you contact your lending institution to confirm the grace period allowed for your loans before arranging for a leave.
- **Academic Progress & Aid Eligibility.** Remember, financial aid requires that you make regular academic progress toward graduation, and provides 8 semesters of aid for your entire undergraduate career. A leave of absence may disrupt the usual sequence of semesters in your curriculum. As long as you do not take a mid-semester leave for personal reasons and you qualify for continued funding, you will be granted financial aid regardless of the disrupted sequence of semesters. Please be aware the federal government requires that you make satisfactory academic progress (SAP) each year. SAP is defined as (a) completing registered courses with a passing grade, which means a minimum D for letter-graded courses or P for pass/fail courses; (b) earning a minimum 76% of the attempted credits toward the degree, including summer and any advanced standing credits awarded (or 67% for HEOP & CSTEP students); and (c) maintaining a cumulative grade point average of at least 2.0. For more information, contact the Office of Financial Aid at (212) 998-4444, [financial.aid@nyu.edu](mailto:financial.aid@nyu.edu), or visit their website at [www.nyu.edu/financial.aid](http://www.nyu.edu/financial.aid).
- **Federal Aid Recalculations.** For students receiving federal aid who withdraw completely before attending 60 percent of the semester (approximately the ninth week for a semester course), NYU is required to calculate the amount of federal student aid funds that must be canceled or returned. As a consequence, those receiving federal aid who withdraw completely in this time period may encounter a loss of financial aid, and therefore have an outstanding balance resulting from the mandatory return of funds to the government. The amount of federal aid retained (or “earned”) is calculated using a federal formula; federal assistance is generally earned on a prorated basis according to the withdrawal date and time in attendance. Please note the withdrawal date is determined based on the date the **withdrawal form is submitted in Albert**, unless the University has other information that demonstrates the withdrawal (or last day of attendance) was an earlier date.
- **Renewal Applications.** Please note you **must re-apply each year** for financial aid, even while on leave, especially if you intend to return to NYU the following academic year. The priority deadline to apply for financial aid is March 1st of the year in which you plan to return (i.e. May 1st, 2015 to request funding for the academic year, Fall '15 & Spring '16). Even if you are not sure you will return, or you missed the March 1 deadline, you should still submit the FAFSA.
- **Notice.** You must communicate with Financial Aid about your plans for a leave, and ensure that department is aware of your leave status ([financial.aid@nyu.edu](mailto:financial.aid@nyu.edu)). Failure to resolve tuition payment prior to a leave does not relieve you of financial liability for any charges accrued during the weeks in attendance

## Housing Implications

- **Waitlist.** Students who take leave for any reason other than health will lose their renewable housing privileges, and will have to reapply for housing when planning to return. This means the student will be placed into housing through the **waitlist** upon return (some exceptions apply). Please visit the housing website for more information and updates about the non-renewable housing application at [www.nyu.edu/housing/](http://www.nyu.edu/housing/) (and click on 'How to Apply').
- **Moving Out & Charges.** Your Global Academic Center and NYU Housing will be notified of your leave once processed, and access to the Global Academic Center, including your housing, will be terminated. A **cancellation fee** (\$1,000) for your housing contract may be assessed; and housing charges will be incurred until the point of checkout with the site staff for mid-semester leaves. Students should therefore plan to vacate the accommodations promptly after submitting the request. Please note you cannot live in NYU Housing while on leave.

## Registration Implications

- **Timing.** If you are taking a personal leave of absence, you may still register for classes during the advance registration period for the semester you are planning to return. For example, if you took a leave in the spring semester and plan to return the following fall semester, you can register for classes at your scheduled appointment time in April.
- **Notification.** When you plan to return, please first contact Leah Ramirez, Assistant Director of Students ([leah.ramirez@nyu.edu](mailto:leah.ramirez@nyu.edu)), to make her aware of your return, to discuss your intended classes, and to obtain clearance for registration. If you are planning to return for the fall semester, you should contact Academic Advising no later than April 1st; or if returning for the spring semester, no later than November 1st. It is highly recommended that you register during the standard registration period to not be closed out of your preferred classes.

## Academic Implications

- **Transcript Notations.** If you withdrew before the end of a semester, your transcript will indicate that you took a leave of absence, and you will receive a grade of W in all your classes. Since a leave of absence results in full withdrawal from classes for the semester, grades of incomplete (I) are not possible to arrange with individual courses.
- **Study Away Implications:** Students are expected to return to New York for at least one semester of study prior to studying away.
- **Off-Sequence Returns.** If you are a Liberal Studies freshman who takes a leave after your first semester of study, and you wish to return for the fall semester in the following academic year, you will be unable to take the courses necessary to complete the freshman sequence of classes (ie, Social & Cultural Foundations II); but you must still register for Writing II upon return. If you are a freshman who takes leave during your first semester, you cannot return from leave until the following fall semester (ie. you must be on leave the whole academic year, and begin the sequence anew). You will not be able to complete the program until you have been in residence for four (4) semesters.
- **Transfer Credits.** Liberal Studies has a residency requirement that does not allow for transfer credit from classes taken at another college while on leave. Therefore, if you take classes from another college or university while you are on leave, those credits will **not** be accepted for transfer. If you want credit for those courses completed at another college while on leave, you **MUST** reapply to the university as a transfer student.
- **First Year Away (FYA) Students.** Students who started Liberal Studies at a Global Academic Center, and took leave during their freshman year, must return to that Global Academic Center upon resuming their studies. If there are special circumstances that require you instead return to the New York campus, you must submit a petition to your advisor in the LS Global Programs office ([ls.abroad@nyu.edu](mailto:ls.abroad@nyu.edu)) and provide supporting documentation for consideration of this request. Aside from FYA students who went on leave during freshman year, all other students are expected to return to New York from a leave of absence.

## International Student Visa Implications

- **Notification & Maintaining Status.** Students must ensure they have properly communicated and confirmed their leave with the appropriate Global Academic Center staff as well as the LS Global Programs office ([ls.abroad@nyu.edu](mailto:ls.abroad@nyu.edu)) to update their visa status. Failure to do so can have significant ramifications on students' ability to travel, study, or work in the country of their Global Academic Center at any time in the future.
- Students beginning at NYU Washington DC must also make sure to reach out to the Office of Global Services ([ogs@nyu.edu](mailto:ogs@nyu.edu)) with notification of their intended leave. US immigration law places responsibility on the individual student to know and follow all relevant immigration regulations. Failure to comply with these regulations may have **severe consequences for your ability to study, seek employment, or remain in the US.** For more information, inquire with OGS or visit [www.nyu.edu/ogs](http://www.nyu.edu/ogs).

## Health Insurance & Service Implications

- **Student Health Insurance.** If approved for a leave of absence and already enrolled in the university-sponsored health insurance plan (CHP), you are insured through the end of the coverage period for which you already paid. If you would like to continue coverage, you can purchase a continuation coverage option for 90 days beyond the end of the period for which you had originally paid. Please note this extended coverage this requires application and direct payment to Consolidated Health Plans online at [www.chpstudent.com/nyu](http://www.chpstudent.com/nyu) (click the Continuation Option link). If you are approved for a leave of absence **within the**

**waiver period** for the semester (ie, before September 30th for Fall, February 10th for Spring), your university insurance plan will automatically terminate. To avoid a gap in coverage, if interested in maintaining the NYU insurance plan, you and your school must notify the Student Health Center Insurance Department at [health.insurance@nyu.edu](mailto:health.insurance@nyu.edu) or 212.443.1020.

- **HTH Insurance:** HTH insurance—provided at no cost to the students for the duration of their stay at the Global Academic Center (if outside the US)—will be terminated upon commencement of the leave. This insurance cannot be continued beyond your participation in the program.
- **Health Services.** Please note other services offered through the Student Health Center are only available to registered students, and therefore students on a leave of absence are ineligible during the semester(s) of leave.

While on leave of absence, please be aware your ID card will also be inactive. As such, many university privileges will be unavailable (such as access to university libraries and athletic facilities).

**While you are on leave, you will have access to your NYU email account.**

**This is the only method by which NYU will communicate with you, so be sure to check that account regularly.**

**And remember to update your other contact information while on leave in Albert.**

*NB: If a student does not attend a semester, without an official leave of absence, the student will be discontinued and must apply for readmission to the academic program.*



## Returning from Personal Leave of Absence

When you plan to return, you must call or email to make arrangements to discuss your plans with Leah Ramirez, Assistant Director of Advising, based in New York (contact information below). We highly recommend that you let us know of your planned return **before April 1st** (if planning a fall semester return) or **before November 1st** (if planning a spring semester return) so you can register for classes during the standard registration period. Please be aware that the longer you wait to inform us of your return, the more delayed your clearance to register, and the less likely you will secure preferred classes. Students cannot be reinstated for a particular semester after the registration deadline for that semester has passed.

### Important Reminders for All Students

- **Housing.** As a reminder, students who request a leave for any reason other than health lose their renewable housing privileges, and usually need to reapply for housing accommodations through the **waitlist**. If you would like to be placed on the waiting list for housing, you must contact housing directly as early as possible, [www.nyu.edu/housing/](http://www.nyu.edu/housing/) (726 Broadway, 7th Floor, 212.998.4600, [housing@nyu.edu](mailto:housing@nyu.edu)).
- **Financial Aid.** If you wish to receive financial aid, you must apply directly for aid by completing the FAFSA (or for international students, CSS Profile). The **priority deadline** to apply for financial assistance is **May 1st** each year. Remember you must apply for aid every year regardless of whether or not you are on leave. For more information, visit [www.nyu.edu/admissions/financial-aid-and-scholarships/applications-and-forms.html](http://www.nyu.edu/admissions/financial-aid-and-scholarships/applications-and-forms.html) (and click on Returning Student Deadlines).
- **Academic & Disciplinary Status.** Any academic status designated prior to the leave of absence (such as probation) remains in effect upon return to Liberal Studies. For any student dismissed from the program, dismissal status supersedes the leave status. The leave of absence policy likewise may not be used in lieu of disciplinary action to address any violations of university policies, regulations or conduct codes. A student granted a leave of absence while on academic or disciplinary probation would return to that same status.
- **Disability Services.** You must also notify the Moses Center for Students with Disabilities regarding your return, if you were registered with the center **prior** to taking the health leave of absence.

### Additional Information for Specific Students

- **Visa Implications.** For students without US passports who will resume studies in New York or DC on their return, you will need to complete an Application for an Updated I-20 to Return After Leave of Absence. The application is available at [www.nyu.edu/global/international-immigration-services/important-forms.html](http://www.nyu.edu/global/international-immigration-services/important-forms.html). Please note if you leave the US for more than five consecutive months, you may need to restart your F status with a new record in SEVIS, and standard documentation will be requested to update your I-20 before resuming studies (including documentation of financial support, an affidavit of support if applicable, and online payment of the SEVIS fee and an OGS processing fee). Students returning to one of the Global Academic Centers outside the United States should be in touch with LS Global Programs ([ls.abroad@nyu.edu](mailto:ls.abroad@nyu.edu)) for guidance tailored to the site where they will return. A Global Programs advisor will assist the student in coordinating with site staff, OGS, and other staff to ensure that the student is able to study on the appropriate visa for their location.
- **Military Service.** Students taking leave to serve military obligations in their home country must indicate that on the leave form. You must also indicate the semester you will return. Also, please be aware that you cannot return to classes after the first day of class has commenced. If you will not be discharged before the first day of classes, you must wait until the subsequent semester to return. Proof of your date of discharge will be requested.
- **First Year Away (FYA) Students.** Students who began their studies with LS at a Global Academic Center and took leave during their freshman year, must return to that Global Academic Center upon resuming their studies. If there are special circumstances that require you instead return to the New York campus, you must petition to your advisor in the LS Global Programs office ([ls.abroad@nyu.edu](mailto:ls.abroad@nyu.edu)) and provide supporting documentation for consideration of this request.

**\*\*If you fail to register for classes after three consecutive semesters, or have withdrawn from the institution, you must apply for readmission to the program under the Application Center in Albert\*\***

**To make arrangements for your return and registration, contact Leah Ramirez, Assistant Director of Students, by phone (212.998.7938) or email ([leah.ramirez@nyu.edu](mailto:leah.ramirez@nyu.edu))**

*NYU will maintain the confidentiality of information regarding leaves of absence in accordance with federal, state and local laws, and to the greatest extent consistent with the goal of processing such leaves.*

## Directory of Resources

Department	Location	Telephone	Email
<b>Liberal Studies Academic Advising</b>	726 Broadway, 6th Floor	212.998.7120	<a href="mailto:ls.advising@nyu.edu">ls.advising@nyu.edu</a>
<b>Liberal Studies Global Programs</b>	726 Broadway, 6th Floor	212.992.6597	<a href="mailto:ls.abroad@nyu.edu">ls.abroad@nyu.edu</a>
<b>Registrar Office</b>	25 West 4th Street	212.998.4800	<a href="mailto:registrar@nyu.edu">registrar@nyu.edu</a>
<b>Financial Aid Office</b>	25 West 4th Street	212.998.4444	<a href="mailto:financial.aid@nyu.edu">financial.aid@nyu.edu</a>
<b>Bursar</b>	25 West 4th Street	212.998.2806	<a href="mailto:bursar.studentaccounts@nyu.edu">bursar.studentaccounts@nyu.edu</a>
<b>Housing</b>	726 Broadway, 7th Floor	212.998.4600	<a href="mailto:housing@nyu.edu">housing@nyu.edu</a>
<b>Counseling &amp; Wellness</b>	726 Broadway, Suite 471	212.998.4780 212.443.9999	<a href="mailto:wellness.exchange@nyu.edu">wellness.exchange@nyu.edu</a>
<b>Medical Services</b>	726 Broadway, 4th Floor	212.443.1000	<a href="mailto:health.center@nyu.edu">health.center@nyu.edu</a>
<b>Health Insurance</b>	726 Broadway, Suite 346	212.443.1020	<a href="mailto:health.insurance@nyu.edu">health.insurance@nyu.edu</a>
<b>Global Services</b>	561 LaGuardia Place	212.998.4720	<a href="mailto:ogs@nyu.edu">ogs@nyu.edu</a>
<b>Moses Center</b>	726 Broadway, 2nd Floor	212.998.4980	<a href="mailto:mosescsd@nyu.edu">mosescsd@nyu.edu</a>
<b>Opportunity Programs</b> <i>(Contact Angela Ellis)</i>	18 Washington Place	212.998.5679	<a href="mailto:angela.ellis@nyu.edu">angela.ellis@nyu.edu</a>

## Refund Schedule

Refund Schedule for Undergraduate Students that Completely Withdraw from ALL Courses During the Semester	
Withdrawal through the <b>Official First Day of the semester</b>	100% Tuition & Fees
First day through end of the first calendar week of classes	100% of Tuition only
Second calendar week of classes	70% of Tuition only
Third calendar week of classes	55% of Tuition only
Fourth calendar week of classes	25% of Tuition only
After the Fourth week of classes	NO REFUND

Please note that **ALL** fees are non-refundable after the official first day of semester.