



TOURO COLLEGE

Office of the Registrar 27-33 West 23rd Street, New York, NY 10010
Tel: (212) 463-0400, Fax: (212) 627-9542

Request for a Leave of Absence

This form should be used by students who are interrupting their studies at Touro but plan to return. It must be filed with the Registrar's Office in order to maintain matriculated status at Touro College. Upon approval, this form provides a leave of absence of one academic year (fall and spring semesters). Students needing an extension beyond this year must submit an additional request form to the Registrar's office prior to the expiration of the original leave. Students returning from a leave of absence need not apply for readmission, nor pay any reapplication fee. It is a student's responsibility to formally withdraw from and/or drop any classes for which s/he is registered. If a student wishes to attend another college while on leave and intends to transfer the credits to Touro, s/he must submit a Permit to Attend Another College/Credit on Permit form.

CAUTION: Students receiving financial aid from state or federal sources should meet with a financial aid counselor to find out if a leave of absence will affect their aid, either in the present or the future.

Name _____
First Last Middle/Maiden

Social Security # _____ Touro I.D. # _____ Program/Extension _____

Mailing Address
Number and Street _____ Apt. # _____

City _____ State _____ Zip Code _____

Telephone Number () _____ () _____
Day Evening

I request a leave of absence starting (check one) Fall Spring semester, _____
Year

Check here if you are currently registered: Yes No

I plan to return to Touro College (check one) Fall Spring semester, _____
Year

Reason for requesting a leave of absence: (if medical, please attach document) _____

Student Signature _____ Date _____

FOR OFFICE USE ONLY

	Approved/Rejected	Signature	Date	GPA
Advisor	A ___ R ___	_____	_____	Comment _____
Financial Aid	A ___ R ___	_____	_____	_____
Bursar	A ___ R ___	_____	_____	Balance \$ _____
Dean	A ___ R ___	_____	_____	_____
Registrar	Entered _____	_____	_____	Date student notified _____