MILITARY LEAVE OF ABSENCE, WITHDRAWAL and CANCELATION

This action is not for students who are newly joining the military in lieu of attending school.

For students joining the military please complete the Total Withdrawal forms.

An official military leave/withdrawal is reserved for students who have been called into active duty.

Military Leave of Absence- Prior to or during the drop add period: When a student wishes to take a leave of absence for military reasons prior to or during the add/drop period there will be no record of enrollment. Courses from which a student has withdrawn will remain on the transcript and grades of “W” will be applied for each. Grades of “W” are not calculated in the grade point average.

Financial Implications: There will be no record of enrollment for students who drop (cancel) their registration before or during the drop/add period (see academic calendar for official dates). Therefore, the student's tuition bill, room, board and fees will be cancelled for that semester. All federal and state aid/loans will be returned, and the student will be responsible for returning any refunds s/he may have received.

Military Cancelation/Leave of Absence- During current semester: In order to be considered for a cancellation during a current semester one must provide explicit proof of call to duty for the US military. Cancelations will not be awarded to students choosing to enlist or re-enlist in lieu of completing course work. If a cancelation is granted there will be no record of enrollment Courses from which a student has withdrawn will remain on the transcript and grades of “W” will be applied for each. Grades of “W” are not calculated in the grade point average.

Financial Implications: There will be no record of enrollment for students who drop (cancel) their registration before or during the drop/add period (see academic calendar for official dates). Therefore, the student’s tuition bill, room, board and fees will be cancelled for that semester. All federal and state aid/loans will be returned, and the student will be responsible for returning any refunds s/he may have received. If you have received a substantial refund that you are unable to pay back you may want to consider a withdrawal and discuss this option with financial aid.

Military Withdrawal/Leave of Absence- During current semester: In a case where a student is choosing to enlist or re-enlist in the military a regular total withdrawal should be completed. Please contact the Student Success & Retention office for the proper paperwork.

RETURNING TO THE COLLEGE

You must re-apply if: you have been on leave for more than one year and/or attended another institution since your departure from Canisius. Call our Admissions Office at 888-2200 to re-apply.

You do not need to re-apply if: you have been on leave for less than one year, left the college in good standing, and did not attend another institution. Call Student Success & Retention to re-activate your registration account (888-3737). Please note: students who left the college in poor academic standing must consult with an Associate Dean if they wish to return to Canisius.
MILITARY LEAVE OF ABSENCE AND CANCELATION

Please note that all military leave and cancelation requests must be accompanied by a copy of your military orders. Students who cannot supply this will be eligible for a non military total withdrawal and/or leave of absence only.

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<th>Canisius ID#</th>
<th>Major</th>
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<th>Cell Phone</th>
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<th>Class (Circle): FR SO JR SR Fifth Year GRAD</th>
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Do you live on campus? [ ] Yes [ ] No  Are you affiliated with the following groups? [ ] Division I Athletics [ ] COPE [ ] ULLC [ ] Honors

Do you plan on returning to Canisius in the future? [ ] No [ ] Yes  If yes, when?________________________

Are you just now joining the military? [ ] Yes, If yes, please do not complete this form. Call 716-888-3737 for proper form  [ ] No, if no, How long have you been in the military?________________________

Which branch of the military are you affiliated with?________________________ How long do you expect to be gone?________________________

**Requested Action (choose all that apply)**

[ ] Cancel me from all of my current courses  [ ] Cancel my registration for next semester  [ ] File a Leave of Absence

**Required Signatures**

(student must collect the signatures below before the withdrawal can be completed)

- Student_____________________________________________ Date______________
- Financial Aid Official_________________________________ Date______________

( Please complete the box below before signing)

**FOR FINANCIAL AID TO COMPLETE**

Student receives the following types of aid (check all that apply): [ ] Perkins [ ] Pell [ ] TAP [ ] SEOG [ ] Unsubsidized Stafford Loan [ ] Parent Plus Loan [ ] Subsidized Stafford Loan [ ] HEOP [ ] Veteran Benefits

Balance to be paid $________________________ Please understand that you are responsible for and expected to pay the balance listed above regardless of withdrawal or leave of absence. It is highly suggested that students who have an outstanding balance consult with the Student Accounts office (716-888-2801) regarding a payment plan.

Notes:___________________________________________________________________________________________________

For Office use:

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<th>Student Success &amp; Retention</th>
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<tr>
<td>Associate Dean’s Signature</td>
<td>Date</td>
<td>Associate Dean’s Signature</td>
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CC: [ ] Dean/students [ ] Fin. Aid [ ] Res. Life [ ] DSS [ ] Associate Dean [ ] ULLC

[ ] Advisement [ ] Athletics [ ] Admissions [ ] Accounts [ ] COPE [ ] Honors [ ] Records

[ ] Inactive [ ] WSTR Notes [ ] Registration withdrawn/deleted

[ ] Verification Letter [ ] Faculty Notified [ ] ANGEL [ ] Leave Dates:________________________