LEAVE OF ABSENCE AND CANCELATION
(NON MEDICAL/NON MILITARY)

This process is to be completed prior to the start of the semester for which the student wishes to take a leave of absence or discontinue enrollment at Canisius. Students who are registered for classes and fail to complete the transfer request form prior to the commencement of the add/drop period may be charged tuition, room and or board and be subject to the official refund schedule.

CANCELLATION/ DROP CLASSES: refers to a cancelation of enrollment prior to or during the drop/add period. The drop/add period is during the first week of the academic semester. Please visit the academic calendar for the official date. There will be no record of enrollment for students who drop classes prior to or during the drop/add period.

LEAVE OF ABSENCE (NON MEDICAL/NON MILITARY): students who wish to return to the college at a later date may request a leave of absence. A student who attends another institution while on leave and/or does not register for two or more semesters and returns to the college, is required to follow the catalog requirements at the time they were first admitted to the college.

Process

REQUIRED ACTION: Student must call the Student Success and Retention Office at (716)888-3737 to begin this process.

ONLINE FORM AND QUESTIONNAIRE: Once the Office of Student Success & Retention office is contacted the online form will then be made available to you on your MyCanisius portal. You must complete the online form and exit survey to complete your leave of absence and/or cancellation request.

RESIDENT STUDENTS: If you currently live on campus please contact the Office of Residence Life (716)888-8300 to cancel future housing arrangements.

General Information

COURSE COMPLETION, TRANSCRIPT AND GRADES: If a leave of absence or cancelation is requested before or during the drop/add period (see academic calendar for official dates) there will be no record of enrollment on the student's transcript.

STUDENT BILLS: Students with unpaid bills will have a hold placed on their account. Accounts that go unpaid will eventually go to collections. Avoid these problems by discussing payment plan options with Student Accounts (716)888-8500.

SCHOLARSHIPS AND CANISIUS GRANTS: There is no financial penalty for taking a semester or two off. A Students scholarship funding will remain in place upon the students return providing that their cumulative GPA meets the scholarship and grant requirement. If the student attends another institution while on leave from Canisius the student must then re-apply to the college as a transfer student and scholarships and aid will be reevaluated at that time.

STUDENT LOANS: Student’s leave status will be reported to the Direct Loan service and will enter the grace period for federal loan repayment. Please contact Direct Loan by visiting their website at: studentloans.gov for more information.

Returning To Canisius

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 (716)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 (716)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.