TOTAL WITHDRAWAL/LEAVE OF ABSENCE FROM THE COLLEGE  
(NON MEDICAL/NON MILITARY)

VOLUNTARY WITHDRAWAL FROM THE COLLEGE
A voluntary withdrawal is a request to separate from the College. A student must apply for a voluntary withdrawal by contacting the designated member of the Griff Center for Academic Engagement (OM 013) for assistance with the withdrawal process. A student who completes the voluntary withdrawal process during the add/drop period, will have all courses removed from their record for that semester and their tuition refunded. A student who completes the process after the add/drop period ends, will receive a “W” for all courses in which they are enrolled. All applicable dates/deadlines may be found in the Academic Calendar on the Canisius College website http://www.canisius.edu/academics/events/.
In addition to completing the appropriate paperwork, each student seeking to voluntarily withdraw from the College must also complete an exit survey (found on the MyCanisius student portal upon completion of withdrawal application). The official date of the withdrawal is the date on which the student completes the exit survey. A student seeking to withdraw is also is required to meet with a Financial Aid representative in order to understand the financial ramifications of withdrawing from the college. The paperwork for voluntary withdrawal without academic penalty must be submitted no later than the published deadline for the last day to withdraw from courses (the 12th week of the semester). A student who stops attending classes at any time during a semester without following the proper withdrawal procedures will receive a failing grade for those classes.

PERSONAL LEAVE OF ABSENCE
A personal leave of absence is a temporary pause in enrollment. A student may request a personal leave of absence for a maximum of two consecutive semesters. If the leave is granted, the student will be expected to return to Canisius College once the leave has ended. Failure to return from a leave of absence will result in total withdrawal from the College and the student must re-apply for admission. In addition, a student who takes courses at another institution while on a leave, must re-apply for admission to the College. A student may apply to take a personal leave of absence by contacting the designated member of the Griff Center for Academic Engagement (OM 013) for assistance with the leave process.
A student who completes the leave process during the add/drop period, will have all courses removed from their record for that semester and their tuition refunded. A student who completes the leave process after the add/drop period ends, will receive a “W” for all courses in which they are enrolled.
All applicable dates/deadlines may be found in the Academic Calendar on the Canisius College website http://www.canisius.edu/academics/events/. In addition to completing the leave application, each student seeking a personal leave must complete an exit survey (found on the MyCanisius student portal upon completion of leave application) and must also meet with a Financial Aid representative in order to understand the financial ramifications of taking a leave from the College. The effective date of the personal leave is the date on which the student completes the exit survey. The paperwork for a personal leave of absence without academic penalty must be submitted no later than the published deadline for the last day to withdraw from courses (the 12th week of the semester). Once the personal leave application and exit survey have been processed, a hold will be placed on the student’s account to ensure proper advisement upon return. A student who stops attending classes at any time during a semester without following the proper leave procedures will receive a failing grade for those classes.
# Application for Withdrawal/Leave of Absence

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Canisius ID #</th>
</tr>
</thead>
</table>

## Class (Please Circle)
- FR: Freshman
- SO: Sophomore
- JR: Junior
- SR: Senior
- Fifth Year

<table>
<thead>
<tr>
<th>Do you live on campus</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
</tr>
</thead>
</table>

## Home Street Address

<table>
<thead>
<tr>
<th>City, State, Zip</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Home #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cell #</th>
</tr>
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</table>

## Are you an international student?
- [ ] Yes
- [ ] No

## Are you affiliated with the following groups?
- [ ] Division I Athletics
- [ ] COPE
- [ ] ULLC
- [ ] Honors
- [ ] Veteran

## Do you plan on returning?
- [ ] Yes
- [ ] No

If yes, when do you plan on returning?
- Semester: ____________
- Year: ____________

## Please indicate whether you are taking a leave of absence or withdrawing from the College (check one)
- [ ] Leave of Absence (limited to one year)
- [ ] Withdrawal

## Requested Action:
- [ ] Withdraw me from all of my current courses
- [ ] Cancel my registration for next semester

## Required Signatures

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

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
</tr>
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<table>
<thead>
<tr>
<th>Parent (for student under the age of 18)</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>International Student Programs (for international students only)</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Life (resident students only)</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Financial Aid Official</th>
<th>Date</th>
</tr>
</thead>
</table>

(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

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 Records and Financial Services office (716-888-2990) regarding a payment plan.

Notes: _______________________________________________________________________________________

- [ ] Inactive
- [ ] Advise Notes
- [ ] Registration withdrawn/drop
- [ ] Verification Letter
- [ ] Faculty Notified
- [ ] Hold

Griff Center for Academic Engagement _________________ Processed Date: _________________

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This form should be returned to The Griff Center for Academic Engagement, Old Main 013, Canisius College, Buffalo, NY 14208, faxed to 716-888-3212 or emailed to callagh2@canisius.edu. If you have questions please contact 716-888-2170 10/16