LEAVES OF ABSENCE AND WITHDRAWALS

Students of considerable ability sometimes perform below their capacities because of burdensome personal or family problems. In such cases, taking a leave of absence or withdrawing can have a salutary effect on a student’s academic performance. Students who wish to withdraw from a term in progress, cancel registration for an upcoming term for which they have already registered, or take a planned leave of absence must consult with their respective academic advisors and submit a leave of absence form or withdrawal form. Failure to do so in a timely fashion can have financial as well as academic consequences.

Depending on the date of a student’s withdrawal, loan funds already received by the student may need to be returned to the lender. Federal grant awards such as the FSEOG, Pell Grant, and GS scholarships may also be decreased. Students who withdraw should contact the GS Office of Educational Financing (https://gs.columbia.edu/content/educational-financing-advising/) for more information about possible required adjustments to their federal and/or institutional aid, or if they have questions about their student account.

Leaves of absence for up to three years are granted to undergraduate students who anticipate returning to Columbia to complete their studies. Leaves of absence for up to one year are granted to Postbac Premed students who anticipate returning to Columbia to complete their studies. Students who intend to take a leave of absence must submit a leave of absence form (https://forms.gs.columbia.edu/withdrawal-leave-request-form/) at least one week prior to the start of the term of their intended leave. Failure to follow this procedure can have academic as well as financial consequences and may lead to being dropped from the rolls of the School.

To re-enroll after a leave of absence, students must complete the re-enrollment process by the required deadline. **Note:** An undergraduate student whose absence from the School of General Studies exceeds three years must formally reapply to the School through the GS Office of Admissions. A Postbac Premed student whose absence from the Postbac Premed Program exceeds one year must formally reapply to the Program through the GS Office of Admissions.

**Leave of Absence Guidelines**

All correspondence from the University sent to students via U.S. mail goes to the address on file with Student Information Services which may be viewed via Student Services Online (SSOL). Students are responsible for making changes to that address by following the instructions on SSOL for a change of address.

**Financial Aid**

- Students who borrowed under a federal or Columbia student loan program will need to complete an Exit Loan Counseling Interview, and will be notified by email of their exit counseling responsibilities.
- Students who were awarded any federal financial aid (Title IV aid) that has not disbursed to their student account and wish to know if they are eligible for a late disbursement of this aid must contact a counselor at the GS Office of Educational Financing.
- Students will receive an email communication from the GS Office of Educational Financing which will identify any required revisions to their financial aid per federal regulations and/or GS policy.
- It is recommended that students contact the GS Office of Educational Financing in March for information regarding forms and deadlines for financial aid applications for the upcoming academic year.
- Students with a credit on their student account should contact the GS Office of Educational Financing to request a refund. Students with financial aid must wait until their aid has been recalculated to request a refund (https://gs.columbia.edu/student-account-refunds/).
- Depending on the date of withdrawal, the student’s tuition and other charges will be recalculated based on the Withdrawal Schedule established by the Trustees and published on the University Registrar website (http://registrar.columbia.edu/content/refund-rate-withdrawals/).

**Health Insurance**

Students who withdraw from a term in progress will no longer be eligible to receive Student Health insurance. Students withdrawing for medical reasons must notify their GS advisors immediately to request a continuance of their student health insurance plan. For more questions on the impact of a withdrawal or leave on student health insurance, please refer to the Columbia Student Health (http://www.health.columbia.edu/student-insurance/about-columbia-insurance-plan/) Insurance Plan (http://www.health.columbia.edu/student-insurance/about-columbia-insurance-plan/).

**Dining Services and Flexdollars**

Meals and Dining Dollars are non-refundable and non-transferable, even for non-used balances. Refunds are permitted only upon official academic withdrawal from Columbia University. For students withdrawing from a term in progress, a refund is possible for the unused portion of the plan or dining dollars, if students immediately notify Dining Services of their withdrawal and have this confirmed by their GS advisor. Refunds may be requested at the Dining Services (http://dining.columbia.edu/) located at 125 Wallach Hall.

**University Housing**

Eligibility for housing (http://facilities.columbia.edu/housing/) is limited to students enrolled at GS full-time. Students have 30 days to vacate their unit, and must contact University Apartment Housing (UAH) to terminate their lease.

**Refunds**

If you have a credit on your student account, contact Student Financial Services to request a refund. Students with financial aid must wait until after their exit interview and their aid has been recalculated to request a refund.

**University Privileges**

- E-mail accounts are kept active from six to nine months for students who take a leave or withdraw, however, e-mail accounts are deactivated within a week for students who are suspended or dismissed, or who transfer or permanently withdraw from the School.
- Swipe access to University buildings is suspended during a student’s leave or period of withdrawal from the School.
- Library privileges are normally suspended during a student’s leave or period of withdrawal from the School.
- Access to Dodge Physical Fitness is suspended during a student’s leave or period of withdrawal, except in those cases where a student chooses to pay a membership fee to continue receiving access to these facilities.

**Access to Dodge Physical Fitness**

Students who take a leave of absence from Columbia University are not eligible to continue using the facilities of the Student Health Center, the Columbia Club, the University Gym, or the Student Health Service. Access to Dodge Physical Fitness is suspended during a student’s leave or period of withdrawal, except in those cases where a student chooses to pay a membership fee to continue receiving access to these facilities.
• Students on leave or withdrawal from a term in progress and/or suspended from GS are not allowed to enroll in another Columbia school during this period without written permission from the Dean of Students.

Withdrawal from a Semester in Progress
Additional Facts and Policies for Students Withdrawing from a Term in Progress

Involuntary Leave of Absence
Involuntary Leave of Absence Policy

Medical Leaves and Medical Withdrawals
Medical Leaves and Medical Withdrawals

Leave for Military Duty
Eligibility
Requirement of Notice
Tuition and Fees
Readmission Requirements

Re-enrollment
Re-enrollment Deadlines
Withdrawal/Leave of Absence

Medical Withdrawal/Leave of Absence

Regular Withdrawal Checklist
1.
2.
3.
4.

Medical Withdrawal Checklist
1.
2.
3.
4.
5.

Tuition Refund Schedule