



## Withdrawal and Long-Term Leave of Absence Form

A leave of absence may be authorized for up to one year. After one year expires the student will be considered withdrawn and will have to re-apply to SFCM if s/he wishes to return. If the student wishes to return before one year expires s/he must contact the Registrar's Office as soon as possible.

All financial calculations will be determined according to the date of the first signature received on the form.

<p><b>Name</b></p> <p>I request authorization to:</p> <p><input type="radio"/> Withdraw</p> <p><input type="radio"/> Take a Leave-of-Absence from the Conservatory.</p> <p>The effective dates are to be from ___/___/___ to ___/___/___</p> <p><input type="radio"/> Please allow Jennifer Seaman to contact me for an exit interview. These interviews allow us to learn and help other students.</p>	<p style="text-align: center;"><b>Permanent Contact Information</b></p> <hr/> <p><b>Street</b></p> <hr/> <p><b>City/State/Country/Zip</b></p> <hr/> <p><b>Phone</b></p> <hr/> <p><b>Email</b></p> <hr/>
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Reason for leaving:

If reason is medical (psychological and/or physical), please attach supporting documentation and see attached form for required withdrawal and readmission paperwork.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ I last attended classes on: \_\_\_/\_\_\_/\_\_\_

Are you an international student?  Yes  No  
International students must leave the country while on a leave of absence.

**Please complete opposite side of form and obtain signatures from the following:**

**Major Instrument Instructor**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Julie Goldapp (room 208)**

You will need to return any loaned SFCM Instruments.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Kevin McLaughlin or Corinne Forstot (library)**

You must have library materials returned and pay any fines.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Michael Schroeder or Kathryn Curran (S17 or use mailbox)**

*Orchestral Instrument majors only*

You will need to return any loaned SFCM Instruments or sheet music.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Doris Howard or Brian Dowdy (room 408-A or 408-5)**

**Have a Stafford loan?** You must complete the exit interview online at [www.edfund.org](http://www.edfund.org) (click "ed test" icon to begin). It takes only a couple of minutes. Do this BEFORE attempting to get a signature from the Financial Aid Office.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Jennifer Seaman (room 208)**

*For medical leaves only*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form continues →**

**Filiz Caglayan (room 408-6)**

*You will return your badge at this time.*

I am receiving the following assistance (check all that apply):

- Stafford Loan
- Veterans Administration Benefits
- Perkins Loan
- Cal Grant A or B
- SLS Loan
- Pell Grant \_\_\_\_\_ SEOG
- Osher Loan
- Other Student Financial Aid

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Signature

Date

Please note that \_\_\_/\_\_\_/\_\_\_ (date to be entered by Student Accounts Manager) is the date of withdrawal or leave of absence governing eligibility for Title IV funds. **Funds may be required by the Department of Education to be returned to the various lending institutions prior to 60% completion of the semester and it is the student's responsibility to return any unearned funds.**

## **POLICIES AND PROCEDURES: MEDICAL LEAVE & READMISSION**

### **REQUESTING MEDICAL LEAVE OF ABSENCE**

Students can request a medical leave of absence from the Conservatory for medical (physical and/or psychological) reasons. Leaves of absence may be granted for no more than two semesters.

When appropriate, students requesting a leave of absence for medical reasons are to provide supporting documentation from a medical practitioner and to discuss their request for a leave of absence with Yunny Yip, Associate Dean of Student Life. This documentation should note the issue(s) that affects the student's ability to remain at the Conservatory and recommend possible options for treatment. The Associate Dean for Student Life will work with students on their leave and readmission process in order to facilitate a smooth transition away from and back to the Conservatory.

It is our expectation that students on a medical leave be actively engaged in a course of treatment that leads to recovery from the condition that led to the medical leave. Proof of treatment will be required upon readmission.

### **ACADEMIC STANDING**

Students who take a leave of absence for medical reasons and who are in good academic standing at the time of their leave will return to the Conservatory in good standing. Students who take a medical leave of absence and are on academic or disciplinary probation will remain on probation for the first semester upon their return to the Conservatory. Subsequently, students will return to the policies as stated within the Catalog and Student Handbook.

### **HEALTH INSURANCE**

Students must contact their health insurance provider to inquire about coverage for the time while they are on leave from the Conservatory. If the Conservatory Plan covers a student, he/she must contact the Student Accounts Manager and complete a special enrollment process to ensure full coverage. If a student has waived the Conservatory insurance, he/she must contact his or her own insurance provider for details on coverage.

### **READMISSION**

Readmission from a medical leave of absence can be considered after the student completes the following steps by the noted deadlines: April 1 for a fall term, or October 1 for a spring term:

1. Students should submit to the Registrar a letter requesting readmission for a specific term. The letter should outline the circumstances that led to the leave, describe, in detail, any activities pursued while out of school, and provide evidence that the student has achieved the purpose for which he or she left. When necessary, the letter should address the student's plan for continued treatment while back on campus.
2. Students should submit to the Associate Dean a letter from the primary medical practitioner by whom they have been treated. The letter should outline the progress made and provide medical support for the student's return. The letter should also address the continued care plan recommended for the student's return. Upon review of this information, the Conservatory may require additional documentation prior to readmission.

Once the Registrar and Associate Dean receive all documentation by the noted deadline, the Dean's Office will review each request for readmission. If a student is granted readmission, s/he must complete a readmission interview with the Associate Dean for Student Life upon his/her return to the Conservatory. All financial obligations to the Conservatory must be cleared before readmission.

### **CONSERVATORY-INITIATED LEAVE**

Notwithstanding any other policy, the Conservatory reserves the right to place a student on administrative leave in response to instances of disruptive or other behavior that, in the judgment of the Conservatory, interferes with the Conservatory community's well-being. Where the Conservatory believes that the behavior may be caused by, or related to, psychological or other health issues, the Conservatory may require a mandatory independent medical evaluation (paid by the Conservatory); temporary or indefinite withdrawal; and/or other administrative action as deemed appropriate by the circumstances of the individual situation. The Associate Dean of Student Life or his/her designee must approve such action, with possible consultation by others. If independent medical evaluation is required, the Conservatory will first offer to consult with the student or his/her health adviser in order to obtain relevant information.