

Leave of Absence Information

General Information

The Leave of Absence Program was developed to help students in good academic standing whose personal circumstances prevent them from continuing their academic studies for a time period not to **extend beyond the current academic year. If you are interested in taking a leave of absence, we** want to accommodate your plans and needs. We also want you to return to Elizabethtown College.

If a leave is approved, Registration and Records will remove you from any courses you may have already scheduled for that semester.

When you return to Elizabethtown College, you will be guaranteed a place in your current major, provided all requirements and deadlines are met. When you register for your scheduled return semester, you will be given the same priority as continuing students.

If you are unable to return at the end of your Leave of Absence, you will be officially withdrawn from the college. If you wish to return after you have been withdrawn, you are required to apply for readmission. Applications for readmission are available at Registration & Records, (717) 361-1409.

Eligibility

You must be currently enrolled and in good academic standing in order for your application to be considered. The college catalog definition of academic standing states that, "Students in academic good standing maintain a minimum 2.0 cumulative grade point average."

Application Instructions

The application for Leave of Absence is available from the Center for Student Success, BSC 216. Staff can verify current academic standing via Jenzabar.

It is recommended but not required that you consult with your academic advisor regarding the Leave of Absence and future academic program. You will need to submit your official application for a leave of absence to the Center for Student Success. In addition to your advisor, you need a signature from the Financial Aid office (Zug 208, (717)361-1404) and the Business Office (Zug 212, (717)361-1417).

Your completed application for Leave of Absence must be received by the Center for Student Success five business days from student signature date.

If you are unable to return at the end of your Leave of Absence, you will be officially withdrawn from the college. If you withdraw and then wish to return, you are required to apply for readmission to the college. Applications for readmission are available at Registration & Records, (717) 361-1409.

Extending Your Academic Leave

You cannot extend your leave of absence beyond the current academic year. If you are unable to return at the end of your Leave of Absence, you will be officially withdrawn from the college.

Readmission

Complete the online Application for Readmission form located on the Registration and Records website. Please note that the application deadlines are **August 15** for Fall semester return and **December 15** for Spring semester return. Prior to the semester you plan to return, you must complete and submit an "Application for Readmission" form to the office of Registration and Records. The \$300 readmission fee is waived.

Financial Aid

If you receive financial aid or scholarships, you must consult with Financial Aid to determine how taking a Leave of Absence will impact your eligibility for aid when you return. A staff member will sign the application form to verify you have met this requirement. 717-361-1404

Business Office

You are required to contact the Business Office to determine how a Leave of Absence may impact your student account, including possible refunds. A staff member will sign the application form to verify you have met this requirement. Please note that while on leave, your student ID card will be deactivated and charges will not be permitted. Unlike a withdrawal from the college, you will not be required to pay an additional security deposit when you return. 717-361-1417

Residence Life

The Office of Residence Life remains committed to offering campus housing to students returning from a Leave of Absence. The student will be assigned campus housing accommodations without regard to designated residential facility, specific room or specific roommate. 717-361-1197

Student Status

While on leave, you are not considered an **enrolled (registered for classes)** student at Elizabethtown College. However, your Elizabethtown email account will remain active. The Leave of Absence essentially enables the College to reserve a space for you and allows you to stay connected to the College.

Health Insurance

Contact your health insurance carrier to inquire how a Leave of Absence may affect your policy.