



NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar

300 Jay Street, Brooklyn, NY 11201

Telephone (718) 260-5800

APPLICATION FOR LEAVE OF ABSENCE

Leave Of Absence

- A Leave of Absence may be granted on the basis of medical (physical), psychological, financial, educational, parental, military, or other compelling reasons. Supporting documents must be included with all requests.
- You may apply for a Leave of Absence any time during the semester for the following semester (spring for fall or fall for spring). However, the form must be completed prior to the start of the semester for which you will be on leave.
- A Leave of Absence shall last for one semester (excluding summer) and not be granted more than once in any five-year period.
- You are still responsible for any outstanding debts that you may owe the college. If you are impounded your application cannot be processed.

Instructions

- Please complete all information on both pages.
- Attach all supporting documents.
- Secure the appropriate signatures.
- If you are registered for the semester for which you applying for the Leave of Absence, you must drop your classes immediately.
- Using your campus email, please send completed form to Registrar@citytech.cuny.edu.

Name: _____ EMPLID: _____

Major: _____ Applying for: Fall Spring Year: _____

Semester expected to return: Fall Spring Year: _____

Student Signature: _____ Date Submitted: _____

In the absence of a written signature: submission from your campus email to Registrar@citytech.cuny.edu will suffice.

Complete information on reverse side of this form.

REGISTRAR USE ONLY

Leave posted: Yes No Reason: _____

Completion date: _____ By: _____

FINANCIAL AID CONSUMER INFORMATION

Loan Information:

Students who participated in either the Federal Direct Loans or Perkins Loan programs who are granted an approved leave of absence are considered to remain in an in-school status for loan repayment purposed. Essentially, this means that respective loan program grace periods will not be affected.

However, if a student does not return from an approved leave of absence, the student's withdrawal date and the beginning of the student's grace period will be the date the student began the "leave of absence". This may mean that the student could have used up some or all of the grace period for a loan. Students will be required to attend and EXIT interview.

NOTE: THIS APPLICATION MUST HAVE THE FOLLOWING SIGNATURES BEFORE IT CAN BE PROCESSED.

Counseling: (Students in special programs **MUST** SEE THEIR ASSIGNED COUNSELOR).

Comments: _____

Counselor's Signature: _____

Date: _____

Financial Aid:

Financial Aid Recipient: Yes No

Comments: _____

Counselor's Signature: _____

Date: _____