

University of Maine School of Law Leave of Absence or Withdrawal Form

Instructions: All students requesting a Leave of Absence or Withdrawing from the Law School should fill out this form after discussing their decision with the Associate Dean for Student Affairs (Room 126). **The Associate Dean must sign this form.** If you are approved for a leave of absence, students are eligible to return without re-application if within the approved time frame. When a student withdraws, charges are reduced in accordance with schedules established by the University of Maine System Board of Trustees. If you are eligible for a refund, reimbursement will be made within 30 days. Checks are mailed to your permanent address as maintained by you on Maine Street. If payment was made by Bankcard, that card will be credited. After leaving for the semester, you may still owe monies to the University. Check with Student Billing for details. Non-attendance does not constitute notification of intent to apply for leave or withdrawal status. The date of withdrawal or leave status is the date the Registrar (Room 124) receives this signed form. After the eighth week of classes for spring or fall semester, a grade to be determined by the instructor will be assigned for courses withdrawn.

STUDENT NUMBER _____

SEMESTER/YEAR: _____/_____

NAME: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS:

TELEPHONE NUMBER: _____ - _____ - _____

CELL NUMBER: _____ - _____ - _____

	YES	NO
Are you receiving VA benefits?	<input type="checkbox"/>	<input type="checkbox"/>
Are you receiving Financial Aid?	<input type="checkbox"/>	<input type="checkbox"/>
Did you receive a loan while at USM?	<input type="checkbox"/>	<input type="checkbox"/>
Do you reside in a USM residence hall?	<input type="checkbox"/>	<input type="checkbox"/>

What are you requesting: Withdrawal
 Leave of Absence
 Return Date: _____

REASON FOR LEAVING:

- Academic
- Death in Family
- Employment
- Financial
- Illness __ Self __ Family
- Leaving
- Marriage
- Maternity Leave
- Military
- Personal
- Transfer to _____

Comments: _____

Student Signature: _____

Date Signed: _____

Associate Dean for Student Affairs Signature:

Date Signed: _____