

## LEAVE OF ABSENCE

This form is for students who plan to return to Rhode Island College within three semesters (including summer sessions) of last enrollment. Once this form is submitted, a representative from the Office of Student Life will contact the student to set up a meeting. Students can also contact the Office of Student Life at (401) 456-8061 or [deanofstudents@ric.edu](mailto:deanofstudents@ric.edu).

Withdrawing from all courses may impact financial aid, housing, health insurance, meal plans, veteran benefits, visa status, campus services, athletic status, and academic progress.

In general, tuition charges and financial aid follow these guidelines:

<b>Week of the semester</b>	<b>Tuition charges if withdraw</b>	<b>Financial aid impact if withdraw</b>
<b>1-2</b>	No charges	If financial aid dispersed, may have to pay back any refunds
<b>3-4</b>	Charged 50% of tuition and fees	Financial aid is prorated to withdrawal date; may still have to pay a balance
<b>5-10 (or 60% of the semester)</b>	Charged full tuition and fees	Financial aid is prorated to withdrawal date; may still have to pay a balance
<b>11-end of semester</b> <i>Requires approval from both Student Life and Academic Dean</i>	Charged full tuition and fees	Full financial aid package is awarded

Multiple W's on a student's transcript may impact Satisfactory Academic Progress (SAP) and a student's ability to receive financial aid in the future. See the [Financial Aid website](#) for more information on SAP guidelines.

All students are encouraged to meet with the appropriate campus representative to determine withdrawal implications.

Financial Aid: Building 3, (401) 456-8033

Bursar: Building 4, [bursar@ric.edu](mailto:bursar@ric.edu), (401) 456-8130

Residential Life and Housing: Penfield Hall, (401) 456-8140

Military Resource Center: Craig Lee 059, [mrc@ric.edu](mailto:mrc@ric.edu), (401) 456-8449

International Student Office: Unity Center, DDC 16, (401) 456-8791

Health Services: Browne Hall, (401) 456-8055