



**Pratt Institute**  
**LEAVE OF ABSENCE OR WITHDRAWAL FORM**

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**Leave of Absence:**

Students, who are in good academic standing and have paid their Institute account in full, may request a leave of absence for one or two semesters. Extensions beyond one year require a new application to be filed. Students returning after an approved leave of absence are not required to apply for re-admission. Students that do not return and fail to request an extension will be withdrawn from the Institute and be required to apply for re-admission (see the Re-admission procedures). Students must apply for a Leave of Absence before the last day to drop a class in a given semester. A Leave of Absence will not be granted once a student's thesis is in progress. International students must obtain authorization from the Office of International Affairs.

A leave of absence from Pratt Institute precludes you from taking courses at another academic institution without prior approval from your academic program. A 'Permission to Take' form must be on file on the Registrar's Office. The leave of absence fee is \$20. Students must obtain all required signatures on the application form and return it to the Office of the Registrar for processing. Students that take a Leave of Absence after the first day of the semester are responsible for all or part of my semester bill, regardless of the reason for the Leave of Absence. Students may lose all or part of their Financial Aid for the term.

**Medical Leave of Absence**

If you are seeking a leave of absence for a medical or psychological condition, you must provide appropriate documentation from an attending health care professional to the Health and Counseling Office. This documentation should include:

- Diagnosis of the problem
- Prognosis of treatment and recovery
- Any limitations on employment or class participation

Your leave of absence form must be accompanied by a recommendation from the Health and Counseling Office. You are also required to obtain a recommendation for return from your health care provider and authorize the release of any relevant information necessary to assist your readiness to return. You should be assessed by the Health and Counseling Office at Pratt Institute before requesting a medical leave of absence as well as upon your request to return to expedite the process.

**Advisors Approval**

Advisors should review your request with you to determine how you will be able to complete your program within an appropriate timeframe. You should also notify your Academic Advisor prior to the registration period for the semester of your return. You should be aware that your leave may affect your ability to pre-register for the semester in which you return.

**Pratt Housing**

If you live in a residence hall, you must contact the housing office regarding your change in residential status, and you must adhere to payment charges and deadlines.

**Financial Aid**

You should meet all financial aid deadlines for the semester that you plan to return to Pratt. If you take a leave of absence you may be required to immediately repay financial aid for the semesters that you are on leave. You must meet with your financial aid counselor to see what you may need to repay. A leave of absence or complete withdrawal does not exempt you from student loan repayment.

**Student Health Insurance**

If you have health insurance through Pratt, you may be eligible for enrollment in the Student Health Insurance Plan during an official leave of absence. Please check with the Health and Counseling Office for information.

**International Students**

If you are an international student holding an F1 or J1 visa, a leave of absence will affect your visa status. You must contact the Office of International Affairs to review your status and requirements pertaining to your matriculation while on a leave of absence.

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**Complete Withdrawal**

If you take a complete withdrawal after the first day of the semester, you are responsible for the percentage of the tuition and all fees based on the date of withdrawal. If you are receiving any Financial Aid or a Pratt Grant you may be required to repay the financial aid or grant that you received during the semester that you decide to leave Pratt. No transcripts will be released if you owe money to Pratt. You must meet with one of the following people for an exit interview when you turn in this form to the Registrar's Office.

Ms. Marcia Approo, Assistant Registrar – Records  
Mr. John Matheus, Associate Registrar  
Mr. Lisle Henderson, Registrar

If you have health insurance through Pratt, you may be eligible to continue enrollment in the Student Health Insurance Plan even once you withdraw. Please check with the Health and Counseling Office for information.