

LEAVE OF ABSENCE & SEMESTER WITHDRAWAL FORM

Students should submit this form to the Registrar's Office if they wish to take a Leave of Absence from the BAC or withdraw from all their courses for the semester. A Leave of Absence (LOA) should be submitted to the Registrar prior to the start of the semester or by the end of the Add/Drop period in the semester of the intended LOA. After the Add/Drop period, a student can submit this form through the end of the eleventh week of classes to withdraw from all their courses for the semester.

Refunds will be administered according to the Tuition Refund Policy and the amount is contingent upon the date the Registrar's Office receives written notice. Please see the Full Withdrawal (In-Semester) and Leave of Absence Policies in the BAC Catalog for further information.

STUDENT INFORMATION

Student Name: _____ BAC ID# _____

Date of Birth: _____ BAC Email: _____@the-bac.edu

Degree Program: _____

Are you an International Student (please circle) Y* N

**International students are required to meet with the International student advisor prior submitting this form*

Requesting (check one): Leave of Absence Semester Withdrawal

Semester/Term: _____

Last date you attended classes? _____ Intended Semester of return: _____

REASON(S) FOR LOA/SEMESTER WITHDRAWAL

Educational Financial Work Related Personal Transfer Other | Please explain reason(s) below:

By signing below, I confirm that I have read and understood the terms of the Withdrawal Policy at Boston Architectural College as stated in the BAC Catalog and that I am responsible for any financial obligations to the school.

Student Signature _____ Date _____

Office Use Only:

Rec. Date:	Reg Signature:	Bursar Signature:	F.A. Signature
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