

University of Southern Maine Semester Leave Form

Instructions: Use this form only if you wish to withdraw from classes for the semester indicated. Complete this form and take it to the Registrar's Office, Enrollment Services Center, or an Off-Campus Center. If you are living on the Gorham campus, please schedule an appointment with Resident Student Services to complete this form. Be aware that most students are eligible to return without re-application. See the catalog for details.

When a student withdraws, charges are reduced in accordance with schedules established by the University of Maine System Board of Trustees. Check the catalog for details. If you are eligible for a refund, reimbursement will be made within 30 days. Checks are mailed to your permanent address, as maintained by the Registrar's Office. If payment was made by Bankcard, that card will be credited. After withdrawing 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 status. Leave (withdrawal) date is the date the Registrar is notified in writing. 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week of classes for spring or fall semester, a grade to be determined by the instructor, will be assigned for courses withdrawn.

_____/_____/_____
I.D. NUMBER

Fall ____ Spring ____ Year _____
(Semester, please check)

Date Completed: _____

NAME

LEVEL:

- Undergraduate
- Graduate
- Law

MAILING ADDRESS

REASON FOR LEAVING:

- Academic
- Death in Family
- Employment
- Financial
- Illness ____Self ____Family
- Leaving Area
- Marriage
- Maternity Leave
- Military
- Personal
- Transfer - Internal _____
- Transfer - External _____

--____--
TELEPHONE NUMBER

YES NO

- Are you receiving VA benefits?**
- Are you receiving Financial Aid?**
- Did you receive a loan while at USM?**
- Do you reside in a USM residence hall?**

Dorm

Have you notified your academic advisor?

Advisor Name

Student Signature _____ **Date Signed** _____

Student Comments: _____

(Attach separate sheet if more room is needed)

University Official
Signature _____ **Date Signed** _____

Check list given or sent to student