



Rutgers Business School
Newark and New Brunswick

Rutgers Business School Undergraduate – New Brunswick
Office of Undergraduate Programs
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Leave of Absence/Withdrawal Form

Name: _____
Last First Middle Initial

RUID: _____ Date: _____

E-mail address: _____ Class (Month/Year): _____

I wish to leave Rutgers University in the _____ / _____ semester for the following reasons:
(Semester) (Year)

- Personal Financial Medical Other

Please explain briefly. Your comments will remain confidential.

_____ **Leave of Absence**
I plan to leave Rutgers University temporarily (for 1 to 4 semesters only). I am in good academic standing and I plan to return to Rutgers in the _____ / _____ semester.
(Semester) (Year)

_____ **Withdrawal**
I plan to leave Rutgers University and *do not plan to return*. If I decide to return to Rutgers University, I understand that I will need to re-apply through Undergraduate Admissions.

Student Statement of Responsibility

I am aware that it is my responsibility to contact the student service offices listed below, as applicable to my situation. I have indicated the offices I need to contact by placing a check next to them.

- _____ Educational Opportunity Fund (EOF)
- _____ Housing Office
- _____ Honors Program
- _____ Dining Services – Cancel meal plan
- _____ Financial Aid
- _____ A financial aid exit interview is legally required if you are currently receiving aid or you have received aid at any time.
- _____ Center for Global Services. **International students must contact International Student Advisor to handle legal status matters.**

I understand that if I fail to contact these offices, I will have continued charges to my account.

Signature of Student Date

RBS Office of Undergraduate Programs Date

Reenrollment form submitted