

Leave of Absence Policy

A leave of absence is a period of non-enrollment. Students on leave are not considered to be working toward their HKS degree.

- The Registrar may approve a leave of absence for a semester or up to a year.
- Students are expected to return to full-time registered status after the approved period of leave.
- Students who do not return and do not apply for an extension will be considered to have withdrawn from degree candidacy.
- Any conditions set for a return from leave, such as a letter of clearance from the student's physician for medical leave of absence, that are specified in the letter of approval from the Registrar, must be met prior to resuming studies.
- Extension of leaves for up to one year at a time must be requested in writing. Failure to request additional leave time or extension of leave time not approved will result in a withdrawal. It will be necessary to request readmission in writing from the Office of the Registrar stating reasons for wishing to return as well as plans for completing the degree. Readmission is not guaranteed.
- Students on leave will be charged an active file fee for each semester away, payable prior to registration.
- A leave of absence will not extend the maximum matriculation period for completing degree requirements. (5 years for all 2-year programs and 4 years for the Mid-Career program)

Students on leave do NOT have access to:

- Active Harvard issued student ID cards
- Residence in Harvard housing
- Financial aid
- Teaching fellowships
- Library facilities
- Other Harvard University services

Health Coverage – Students who wish to continue their healthcare coverage while on leave can make arrangements by contacting the Student Insurance Office, University Health Services, Holyoke Center: (617) 495-2008. Students are responsible for health insurance fees if a leave is taken after October 1 for the fall term and after March 1 for the spring term.

Computer Accounts – Student accounts will remain active during for which the leave has been approved. After this time, if the student does not return, the account will be deleted.

Financial Aid – While on leave, students are not considered to be working toward their degree and thus are not eligible to receive financial assistance. Students on leave will forfeit the in-school loan deferment and will be expected to begin repayment immediately upon leaving the program or after the grace period has been exhausted. Students who have taken a leave of absence during their degree studies will be expected to begin loan repayment immediately after graduation as the one time grace period will have been depleted. Students are required to have an exit interview regarding their loan with their financial aid officer 30 days prior to the start date of their leave of absence.

International Students – International students **MUST** speak with the Harvard International Office about the immigration-related ramifications of taking a leave of absence **before** the leave of absence will be approved. International students who take leaves of absence must be aware of how this might affect his or her visa status and practical training eligibility. International students must contact the Harvard International Office to discuss their options: 864 Holyoke Center, (617) 495-2789. Additionally, students should contact their financial aid officer for further clarification.



Voluntary Leave of Absence Request Application

Before completing this application, please read the HKS leave of absence policy on the reverse side.

Name: _____

Harvard ID: _____ Program: _____

Have you taken a leave of absence previously? If so, list semesters: _____

Please provide your contact information where you may be reached during your leave.

Mailing address: _____

Telephone: _____ Alternate Cell Phone: _____

Alternate Email: _____

Last date of attendance in classes: _____
(Please list the last day in which you attended your last class)

Leave of absence period: Fall _____ Spring _____

Expected date of return: _____

Reason for leave of absence: _____

I have read and understand the leave of absence policy printed on the reverse side of this form.

Student: _____ Date: _____

Required Signatures

Program Director: _____ Date: _____

Financial Aid Officer (if applicable): _____ Date: _____

HIO Advisor (non-US citizens/permanent residents only): _____ Date: _____

Completed applications and Harvard ID cards must be submitted to the Office of the Registrar, 124 Mount Auburn Street, Suite 165.

You will be notified by mail regarding the outcome of your request.

<i>For Internal Use Only</i>			
Approved: _____	Date: _____		
Notification: Student <input type="checkbox"/>	Financial Aid <input type="checkbox"/>	HIO <input type="checkbox"/>	
System Adjustments: Term Bill <input type="checkbox"/>	Graduation Date <input type="checkbox"/>	ORL <input type="checkbox"/>	IT Dept. <input type="checkbox"/>