



# Washington University in St. Louis

## SCHOOL OF LAW

### Leave of Absence (LOA)/Withdrawal Request Form

Return form to:  
 Washington University Law  
 Office of Student Life, Suite 210  
 One Brookings Dr, Box 1120  
 St. Louis, MO 63130  
 Fax: 314-935-6959

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Current Address: \_\_\_\_\_ Address while on leave: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Non-WU email: \_\_\_\_\_ Telephone: \_\_\_\_\_

I am currently a:  1<sup>st</sup> Year JD  2<sup>nd</sup> Year JD  3<sup>rd</sup> Year JD  LLM  MJS  JSD

I am seeking to:  Withdraw  Take a Leave of Absence  
 For the following reason:  Financial  Health  Military Service  
 Transfer to \_\_\_\_\_  
 Other: \_\_\_\_\_

Requested LOA Semester(s): \_\_\_\_\_ Do you presently plan to return to WU Law? \_\_\_\_\_ If yes, when? \_\_\_\_\_

**LEAVE OF ABSENCE POLICY:** Students generally may obtain a LOA for up to one year upon request. Leaves for longer than one year are disfavored, but may be granted in unusual circumstances. After submitting this form, you will receive a signed copy of the form communicating the Associate Dean for Students' approval or denial.

**REGISTRATION:** Students permitted to take a LOA, should contact the Office of Student Life at [Registrar@wulaw.wustl.edu](mailto:Registrar@wulaw.wustl.edu) as early as possible prior to the return semester. If returning in a fall semester, contact should be made by mid-March for seminar & clinic pre-registration, and by early April for online registration. If returning in a spring semester, contact should be made by mid-October for January Intersession pre-registration, and by early November for online registration.

**TUITION, SCHOLARSHIPS AND LOANS:** Students considering a LOA from school will ordinarily receive a tuition refund based on the last date of class attendance as follows:

- within 1<sup>st</sup> week of classes.....100%
- within 2<sup>nd</sup> week of classes..... 80%
- within 3<sup>rd</sup> or 4<sup>th</sup> week of classes.....60%
- after 4<sup>th</sup> week & before the end of 8<sup>th</sup> week.....40%

There is no refund after the 8<sup>th</sup> week of the semester except for health reasons. Such reasons must be verified by a physician in which case the law school will make a pro rated refund of tuition if notice of withdrawal is received before the end of the 12<sup>th</sup> week of the semester.

The Associate Dean for Students will determine whether a student's scholarship will be renewed after a LOA. When a student returns to the School of Law after a LOA they will be charged the current tuition rate. If a student returning from a LOA has already paid one full semester of tuition and pays tuition for an additional 5 semesters but does not have the required credits to graduate, they may petition the Dean through the Associate Dean for Administration to take the number of hours to graduate at a reduced tuition rate. The Dean will determine whether to waive any portion of tuition for hardship situations.

Student Loans – The return of Title IV Funds (Perkins, Stafford and Grad PLUS loans) regulations require a school to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance. Up through the 60% point in each period of enrollment, a prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

**APPROVAL/DENIAL SIGNATURE:**

Your request has been: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ See Assoc. Dean for Student Services

Assoc. Dean for Student Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
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