**Bentley University   
Undergraduate Leave of Absence/Withdrawal Form**

If you are a Bentley undergraduate student and wish to take time away from campus, you should apply for a leave of absence (LOA) or withdrawal. A leave of absence may be granted for up to two years. A withdrawal is a permanent action indicating that you do not wish to ever return to the University. It should be noted that while on a leave of absence or withdrawal, you will not have access to the Bentley residence halls, events, or activities.

To take a LOA or withdrawal, you must fill out this form and return it to the Office of the Dean of Student Affairs ([ga\_studentaffairs@bentley.edu](mailto:ga_studentaffairs@bentley.edu) | 781-891-2321 | Student Center 320.

**Name:**

**Bentley ID:** @

**Campus Address/Assignment:**

**Cell Phone:**

**Email:**

**Class Code/Class Year:**

**Leave Type:**

Leave of Absence Medical Leave of Absence Withdrawal Transfer

Transfer Institution:

**Date of Last Class Attended:**

**Anticipated Return Semester**:

Fall 20\_\_ Spring 20\_\_ Summer I 20\_\_ Summer II 20\_\_

**Reason for LOA/Withdrawal:**

*I understand that the conditions for taking this leave of absence/withdrawal from Bentley University includes meeting all financial and other obligations to the university (e.g. health insurance, Student Accounts, Computer Center, Library, etc.)*

**Student Signature: Date:**

**TO COMPLETE THE LOA/WITHDRAWAL PROCESS, YOU MUST GET THE SIGNATURES ON THE BACK OF THIS FORM.**

### Laptop Options | Leave of Absence

If you take a leave of absence from Bentley, you have two options available to you:

* Retain your notebook computer while on leave. If you choose this option, you must print out and complete the [Waiver](https://www.bentley.edu/files/LOA_Mobile-Computing-Program-Waiver-2017.pdf) to Retain Mobile Computer on Leave of Absence Form.
* Return your laptop to the Computing Services Helpdesk before leaving Bentley.

### Laptop Option | Withdrawal or Transfer

If you are withdrawing from Bentley you have the option to return your notebook to the Computing Services Helpdesk or purchase it for the current buyout price. Please email your name and Bentley ID number to the Manager of the Mobile Computing Program at [fbachofner@bentley.edu](mailto:fbachofner@bentley.edu) for the current buyout price.

More information: <https://www.bentley.edu/offices/client-services/withdrawing-or-taking-leave-absence>

**Additional Resources:**

The following departments can be helpful as you prepare to leave Bentley. If you do have specific questions, please reach out to the departments individually in person or via email.

|  |  |  |
| --- | --- | --- |
| **Department** | **Location** | **Contact** |
| Financial Assistance | Rauch 104 | 781.891.3441 or 877.362.2216 [finaid@bentley.edu](mailto:finaid@bentley.edu) |
| Student Accounts | Rauch 132 | 781.891.2162  [ga\_sfs@bentley.edu](mailto:ga_sfs@bentley.edu) |
| Office of Academic Services | Jennison 336 | 781.891.2803  [ga\_academic\_services@bentley.edu](mailto:ga_academic_services@bentley.edu) |
| Residential Center | Student Center 320 | 781.891.2148  [ga\_housing@bentley.edu](mailto:ga_housing@bentley.edu) |
| Center for International Student & Scholars | Student Center 310 | 781.891.2829  [ga\_ciss@bentley.edu](mailto:ga_ciss@bentley.edu) |

*For Office Use Only*

**Approval: Date:**

**Return/Readmit Information:**

If you are on a leave of absence and are ready to return to campus, you must fill out the Return/Readmit Form by December 1 to come back to campus for spring semester and June 1 for a summer or fall semester return. Forms can be sent to [ga\_studentaffairs@bentley.edu](mailto:ga_studentaffairs@bentley.edu) or dropped off to Student Center 320.