

## **Leave of Absence/Withdrawal Checklist**

If you're in the process of applying for either a Leave of Absence or Withdrawal, use this checklist to keep track of which offices you've contacted to tie up loose ends.

- Financial Aid Office- 319 Raymond Hall
- Student Accounts Office- 412 Raymond Hall
- Meal Plan/Bear Express- 129 Merritt Hall
- Center for Campus Life/Housing Refunds/Keys- 191 Draime Hall
- Book Returns (1st 4 wks)- College Store- Barrington Student Union
- University Police- 181 Van Housen Hall
- EOP Office- 136 Sisson Hall
- International Education- 130 Sisson Hall
- Crane Students- Crane School of Music -C220 Bishop Hall
- Return Mail key- Barrington Mail Room
- Return library books and/or resolve fines
- Registrar's Office- 313 Raymond Hall (students transferring should request transcripts be sent to new college)
- Submit Withdrawal/Leave of Absence form to the Student Success Center- 128 Sisson