

## **Leave of Absence/Withdrawal Check List:**

If you are in the process of applying for a Leave of Absence or Withdrawal, please use this checklist to keep track of which offices you have contacted:

- ◇-Complete the Withdrawal/Leave of Absence Process
- ◇-EOP Office-136 Sisson Hall
- ◇-International Education-107 Crumb Library
- ◇-Crane Students-C220 Bishop Hall
- ◇-Students receiving Military and/or Veteran benefits- 128C Sisson Hall
- ◇-Financial Aid Office-319 Raymond Hall
- ◇-Student Accounts Office-412 Raymond Hall
- ◇-Meal Plan/Bear Express-129 Merritt Hall
- ◇-Residence Life/Housing Refunds/Keys -Draime Hall
- ◇-University Police-181 Van Housen Hall
- ◇-Book Returns (1st 4 wks) -College Store-Barrington Student Union
- ◇-Return Rented Textbooks -College Store-Barrington Student Union
- ◇-Return library books and/or resolve fines
- ◇-Return Mail key-Barrington Mail Room
- ◇-Registrar's Office-students transferring (transcript)