

GUILFORD

COLLEGE

LEAVE OF ABSENCE OR WITHDRAWAL FROM GUILFORD COLLEGE

Students who wish to take a leave of absence or withdraw voluntarily from Guilford College should read the following information carefully and complete the Petition for Withdrawal/Leave of Absence. The student is responsible for completing the Section I of the form as well as the appointment indicated in Section II before making an Exit Interview appointment with Academic and Student Affairs.

	Leave of Absence	Withdrawal
Who is eligible?	Guilford College approves leave of absences for students with financial, personal, or medical concerns; students participating in non-Guilford educational experiences; and students who need a break.	A student may withdraw from the College for personal, academic, medical, financial, or other reasons. **Please note: A student petitioning for a medical withdrawal must meet with the Dean of Students.
When should a petition be submitted?	A student may petition for a leave of absence at any time during a semester, but the leave will not begin until the end of that semester on the condition the student remains in good standing with the College.	A student may petition to withdraw at any time during the semester. A student who withdraws mid-semester must make every effort to complete the process, receive all required signatures and meet with Student Affairs for an exit interview.
Access to campus services	A student who takes a leave of absence from the College may retain his/her/their Guilford email account. IT&S will maintain the account for up to two academic semesters as long as the student has access from an outside information service provider, which will not require support from IT&S staff, and will continue to comply with current policies on information technology use at Guilford College. While on leave, a student may not continue to use the Guilford College computer labs.	A student who withdraws from Guilford College will no longer have access to the services made available to enrolled students. This includes, but is not limited to, IT&S functions such as Guilford email and share space, health and counseling services, housing, and dining services.
Residence Hall Room Check-out	Follow instructions given by the RA regarding leaving at the end of a semester	If leaving while a semester is underway, the student has 24 hours from the exit interview with Student Affairs to checkout of his/her/their room. Students leaving at the end of a semester should follow the guidelines for end-of-semester checkout as provided by the department of Residence Life. Failure to do so without prior permission may result in additional room and board charges.
Things to do before leaving campus	<ul style="list-style-type: none"> ▪ Fill out mail forwarding card in mailroom ▪ Return library materials ▪ Return IT&S equipment (digital cameras, laptops, etc.) 	<ul style="list-style-type: none"> ▪ Fill out mail forwarding card in mailroom ▪ Return library materials ▪ Return IT&S equipment (digital cameras, laptops, etc.) ▪ Save info from email and sharespace
For how long can a student be away from the College?	A student may petition for a leave of absence for one or two semesters. At the end of two semesters, students who have not begun the readmission process will be changed to withdrawn status.	Students who have withdrawn are welcome to apply for readmission at any time.
Can credits completed at another institution while away be transferred back to Guilford College?	Advance departmental approval must be granted for any course(s) taken elsewhere to receive credit at Guilford. The permission form is available in the Registrar's Office or online at www.guilford.edu/registrar , and must be submitted prior to the start of non-Guilford coursework. Only approved coursework completed with a grade of "C-" higher can be transferred. Official transcripts of all work attempted elsewhere during a leave of absence must be sent to the Admission Office in order to be considered for readmission.	Official transcripts of all work attempted elsewhere must be sent to the Admission Office in order to be considered for readmission.

Reimbursement of Funds	A student who is on leave of absence is expected to return, and therefore will not receive reimbursement unless determined by the office of student accounts.	The deposit in ESCROW, less any outstanding charges, is refundable to students who have withdrawn from the College. Any other refunds or reimbursements will be determined by the Office of Student Financial Services.
Quaker Card Refunds	A student who is on leave of absence is expected to return, and therefore will not receive reimbursement unless requested in writing.	A refund of any balance of money on the Quaker Card will be reimbursed to the student within thirty days after withdrawal from the College, and after graduation to the extent of refundable financial aid and/or 'cash' payment.

Readmission to Guilford College

Any student taking time away from Guilford College (by leave of absence or withdrawal) must apply for readmission. The Readmission Form is on Guilford College's website: (<https://apply.guilford.edu/register/readmit>). Readmission is not guaranteed in either circumstance. The Admission Office, Associate Academic Dean, and representatives from Student Affairs, Financial Aid, and Student Accounts review applications for readmission. If approved for readmission, the student may participate in registration after consulting with his/her/their academic advisor (this can be done via email). Readmitted students are instructed to contact the housing coordinator in the Office of Academic and Student Affairs to request housing. Questions about applying for readmission should be directed to the Admission Office.

Important Contacts

Academics	Kyle Dell Kathryn Shields	(336) 316-2196 or (336) 316-2825	aad@guilford.edu
Student Affairs/Provost Office	Lisa Demers	(336) 316-2206	ldemers@guilford.edu
Housing/Residence Education	Housing	(336) 316-2105	ResLife@guilford.edu
IT&S	Solution Center	(336) 316-2020	ITS@guilford.edu
Readmission/Admission	Admissions Office	(336) 316-2288	admission@guilford.edu
Registration/Courses	Registrar's Office	(336) 316-2366	registrar@guilford.edu
Student Accounts	Student Accounts	(336) 316-2541	sfs@guilford.edu
Financial Aid	Financial Aid	(336) 316-2354	financialaid@guilford.edu

INFORMATION ABOUT STUDENT LOANS

The following information is important for students taking a Leave of Absence OR Withdrawing from Guilford College who have Student Loans that are Campus-Based, Federal Direct, or Stafford Loans, as part of a Financial Aid Package. Guilford College is required to treat a Leave of Absence as a Withdrawal for Student Loan processing purposes.

IMPORTANT REMINDERS:

- When withdrawing or dropping below half-time enrollment, the College reports a student's change in enrollment status and separation date to the Loan Servicing Center. The student will receive an Exit Interview and the grace period will begin. The duration of the grace period, after which repayment will begin, will be indicated in the Exit Interview.
- Once a student is no longer actively enrolled at Guilford College, the loan(s) will have a grace period. During this time, a student enrolled at another college can submit an In School Deferment Form, certified by the Registrar of the College the student is attending. If the Deferment Form is submitted to the Servicing Center and/or to Guilford College each semester the student is actively enrolled in any school, the Grace Period will be extended and repayment is deferred. Deferment Forms may be obtained from the Loan Servicing Center, a Guilford College Financial Aid counselor or from the school the student is currently attending.
- If a student returns to Guilford College prior to the end of the Grace Period, contact a Guilford College Financial Aid counselor to request that active Enrollment Status be re-established with the Servicing Center.
- If Deferment Forms are not submitted on time, the Student Loan may go into default. A Student Loan is in default if it becomes 120 days past due. If a default occurs the total loan balance is due and all deferment options are no longer available.

UNDERSTANDING THE TERMS:

- **Grace Period:** The period of time between the official Separation Date and the date on which repayment begins. The length of the Grace Period depends on the loan:
 - 6 Months-Guilford College Loans
 - 6 Months- Stafford Loans
 - 9 Months-Perkins Loans
- **Repayment:** The period of time, following the Grace Period, when payments on the loan are reinstated. A monthly bill is mailed to the borrower by the Servicing Center.
- **In-School Deferment:** A written request to the Loan Servicing center to extend the Grace Period.
- **Default:** When a loan in repayment status becomes 120 days past due.
- **Campus-Based Loans:** Perkins Federal Student Loans, Community Senate Loans, GOAL Loan, LaRose Student Loans, Stanback Student Loans, Paul Pearson Student Loans, Roughgarden Student Loans and Sarah Price Student Loans.

Step I: Student completes the following:

Guilford ID Number: **G** _____ Class Year: _____
 Name: _____ Cell Phone: _____
 Address: _____ City: _____
 State: _____ Zip Code: _____ Non-Guilford Email: _____
 I am requesting a (check one): Withdrawal _____ Leave of Absence _____

Step II: Student should meet with the Office of Financial Aid located in New Garden Hall – Lower Level.

Appointments are not required.

Students receive a pro-rata refund of tuition, room and board, as follows:

- the first week of the term 90%refund
- the second week of the term 75%refund
- the third week of the term 50%refund
- the fourth week of the term 25%refund
- thereafter zero refund

Any credits due back will be refunded to the student. Financial aid may be reduced or canceled according to the percentage of time in which the student was enrolled.

The calculation used to determine the amount of funding the student may retain and the amount that must be refunded to the programs is based on the status and the actual length of enrollment. If the student withdraws on or before the 60% point in the period of enrollment for which the student is charged, funding will be returned to the programs based on a pro-rata calculation using the amount of time the student was enrolled, the charges incurred for that time, and the financial assistance awarded to the student.

____ All financial aid forms have been completed and signed to insure eligibility for the programs.
 ____ Student has been informed of online exit counseling that is required for all loan programs in which the student is enrolled.

 Signature of Student Financial Services Representative Date Student Initials

Step III: Student completes exit interview with Student Affairs (x2206, Founders Hall – 2nd floor)

As of the withdrawal effective date on this form, I understand that I am no longer eligible to attend classes at Guilford College. If I decide to re-enroll, I understand that I must apply for re-admission through the Admission Office and that I may continue my enrollment pending good status with Student Financial Services, Student Affairs, the Registrar, and the Associate Academic Dean. I understand that re-admission is not guaranteed.

Student Signature _____ Date _____

Residence Life Checkout: A student living on campus must schedule an appointment with his/her/their RA or HD for a final room check. The RA/HD will collect keys at the time of the room check (unless student chooses to do an express check out). If leaving while a semester is underway, the student has 24 hours from the exit interview with the Dean of Student to vacate his/her/their room. Students leaving at the end of a semester should follow the guidelines for end-of-semester checkout as provided by the department of Residence Life.

FOR OFFICE USE ONLY – Staff member for Student Affairs _____ Date of Meeting _____
 Type Code: Reason Code: _____ Withdrawal Effective Date: _____ Semester of Return (if LOA): _____
 Student Transferring to: _____ Non-Guilford Study Program: _____
 Interview Notes: _____
 Advisor: _____ Registered Next Term: _____ Residence: _____ Term Withdrawing From: _____
 GPA: _____ #of credits: _____ COHORT: _____ Academic Year: _____ Veteran: _____
 Special Conditions before Readmitting (circle all that apply): counseling/health academic judicial
 Notes: _____
 Readmission: _____ Administrative Withdrawal: _____
 Date: _____ Dean for Student Affairs: _____