Policy on Withdrawal/Leave of Absence/Inactive Status
Policy Statement
This policy defines withdraw, leave of absence, and inactive status from the University by a student

undergraduate) in writing (email is fine). You should do so as soon as possible. Include your ID number
and specify the semester you intend to return.
Student Account and Financial Aid
If you take a leave of absence or go on inactive status prior to or in between semesters/quarters, then
all charges and aid will be cancelled for subsequent terms.
If you take a leave of absence or go on inactive status during a semester/quarter, tuition charges and
financial aid disbursements will be pro-rated based on the University’s Refund Policy and your effective
date of withdrawal. You will receive a revised student bill and financial aid award once the adjustments
have been made. You may consult with the Bursar’s Office about your adjusted charges for the
semester/quarter. Students receiving financial assistance may also consult with the Financial Aid Office
to understand how withdrawal will affect financial aid.
International Students
International students seeking to take a leave of absence or go on inactive status must meet with the
International Services Office in advance to determine eligibility and impact on their immigration status.

Student Account and Financial Aid
The Bursar’s Office and Financial Aid Office will work together after receiving your official Change of
Status notice to complete the refund calculation within 30 days of your change of status. Tuition
charges and financial aid disbursements will be pro-rated based on the University’s Refund Policy and
your effective date of withdrawal. You will receive a revised student bill and financial aid award once
the adjustments have been made. You may consult with the Bursar’s Office about your