TEACHERS COLLEGE
COLUMBIA UNIVERSITY

Leave of Absence Form

Name: _____ TC UNI: _____ TC ID: _____

Degree Program: ☐ MA ☐ MS ☐ ME ☐ EDD/EDDCT ☐ PHD

I am requesting a: ☐ Medical Leave ☐ Autumn _____ (Year) ☐ Spring _____ (Year)

☐ Military Leave *Military Leave dates determined from attached orders

☐ Personal Leave ☐ Autumn _____ (Year) ☐ Spring _____ (Year)

For all leaves, please provide your expected return date: _____

For **medical leaves**, documentation must be submitted from a licensed health care professional confirming that the student is unable to engage in graduate studies in a clear explanation of the condition and the reason why a leave is recommended as well as a specific timeline indicating when you are expected to resume studies. I authorize Teachers College to contact the licensed health care professional who submitted the documentation for additional information if necessary. If you are approved for a medical leave of absence and currently enrolled in the Columbia Student Health Insurance, you must contact Insurance and Immunization Records (health-immunization@tc.edu, 212-678-3006) within 30 days of the date of your leave request to discuss the status of your enrollment during your leave.

For **military leaves**, a copy of your military orders must be attached to the form. Prior to returning, you must notify the Office of the Registrar at loa-registrar@tc.columbia.edu.

For **personal leaves**, a letter of explanation outlining your circumstances and detailing the reason for the leave request must be attached to this form.

For **all leaves**, students are strongly encouraged to discuss their plans with their faculty advisors. As a reminder, please note that all leaves are processed on a term by term basis.

Students who receive federal aid may be required to return all or a portion of the aid disbursed. Awarded institutional and endowed scholarships may also be forfeited and/or revoked. Any borrowed federal loans may also be placed on repayment during the time of your Leave of Absence by the loan servicer. We encourage students to contact their loan servicer to learn more about loan repayment, forbearance or deferment of federal aid while they are on leave.

I certify that I have reviewed and understand the Leave of Absence policy on the Teachers College Policy Library (https://www.tc.columbia.edu/policylibrary/associate-provost-enrollment-services/leaves-of-absence/).

Student Signature: _____ Date: _____

Please submit this completed form and any supporting documents via email to loa-registrar@tc.columbia.edu.

OFFICE USE ONLY: Leave request reviewed

Registrar/Student Affairs Signature: _____ Date: _____