



Middlebury Institute of International Studies at Monterey

LEAVE OF ABSENCE PETITION MIDDLEBURY SCHOOLS ABROAD

Name (please print): _____

MIIS Degree Program: _____

Schools Abroad Program: _____

Program Semester and Year: Fall / Spring Year: _____

Semester and Year Returning to MIIS: Fall / Spring / Summer Year: _____

Expected Graduation Semester and Year: Fall / Spring / Summer Year: _____

Contact Information During Program: Address: _____

Email: _____ Phone: _____

This petition is only valid for the study abroad program through Middlebury Schools Abroad and no tuition deposit is required at MIIS.

Students taking part in Middlebury Schools Abroad programs are registered directly through the program, not at MIIS.

Students are required to submit this Leave of Absence petition to the Records Office in order to hold their place in the MIIS degree program upon their return from their Middlebury Schools Abroad semester.

For other Leaves of Absence see the leave of absence petitions here: <http://www.miis.edu/offices/records/forms>

LEAVE OF ABSENCE FEES AND TUITION OVERLOADS

The Leave of Absence fee and settlement of tuition overloads before departure for Middlebury Schools Abroad programs are waived. However, students should consult with the Cashier and the Financial Aid Office to determine if they have any overloads and what financial impact they may have.

Students who do not return for the semester agreed to above will be billed for any outstanding overload units at the tuition rate in effect at that time. Once billed, payment is due and payable. Financial aid would not be available.

Student's Signature: _____ Date: _____

By signing above, I certify that I understand the requirements, terms and conditions for this leave of absence and agree to comply with them.

Manager of International Student Services: _____ Date: _____

Required for international students
CACs Study Abroad Director: _____ Date: _____

Records Office: _____ Date: _____

Provided student is in good academic standing at end of term

OFFICE USE ONLY: SFAREGS _____ SHATERM _____ SPAIDEN _____ SGASTDN _____ LL _____
EM: FinAid, Library, Student Affairs, Grad School, Advisor, Cashier, Human Resources