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

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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

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EM: FinAid, Library, Student Affairs, Grad School, Advisor, Cashier, Human Resources