Middlebury Institute of International Studies at Monterey

LEAVE OF ABSENCE PETITION

Name (please print) _____ ID _____

Reason for LOA: Fellowship   Internship   Study Abroad   Other   (please describe below)
Organization/Institution & dates of program: _____

Expected Semester & Year of Return to the Institute: FALL   SPRING   SUMMER   20____
Degree Program: _____Expected Graduation Term and Year: _____

Contact address, phone and email while on leave:_____

_____

      A student may register for an LOA for up to two years if he/she has successfully completed at least one semester, is in good academic standing, and all financial obligations due the Institute are paid in full. It must be renewed annually. (See PSM section A.8.a.) https://www.middlebury.edu/institute/offices-services/records, click on - Policies and Standards Manual. This petition, completed with all required signatures and a $150 tuition deposit, must be taken to the Cashier and then filed in the Office of Records & Research prior to departure. Tuition deposits are not refundable. Unless this LOA Petition procedure is followed, the student must reapply for admission through the Admissions Office and pay the $50 application fee. Any scholarships previously awarded may be canceled.

      Students should be aware that since they are not enrolled in school during an LOA, this may cause student loan payments to fall due. Students receiving any federal financial aid and/or scholarships must make an appointment with the Office of Student Financial Services to schedule an exit interview.

TUITION OVERLOADS
In the event that the student is petitioning for an LOA in order to pursue **a degree program-related internship or fellowship**, the settlement of tuition overloads before departure may be waived. Such a waiver will be granted only with the attestation of the respective School Dean that the extended off-campus learning experience is valid for the student's program and that the student is more than likely to return to complete degree requirements after the period specific to the internship.

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.

I hereby attest that this student is going on a degree program-related internship or fellowship and has stated that he/she will return to MIIS in the semester directly following the internship.

School Dean/Associate Dean   _____Date_____

Student's Signature_____ Date _____
By signing above, I certify that I understand the requirements, terms and conditions for LOA and agree to comply with them.

Manager of Int'l Services_____ Date_____
*Required for international students

CACS Advisor_____Program related: Y____N____ Date_____

Cashier _____Overloads_____Paid_____ Date_____

Provided student is in good academic standing at end of term

Records Office_____ Date_____

OFFICE USE:SFAREGS_____ SHATERM_____SPAIDEN_____ SGASTDN _____ SHATCMT_____ LL_____
 EM: FinAid, Library, Student Affairs, Grad School, Advisor, Cashier, Human Resources