

Application for a Non-Academic Leave of Absence

Completed forms must be returned to the Office of Academic Deans via email, fax, or postal mail. For a fall semester or academic year leave, a student should submit the application by **July 13**. For a spring semester leave, the application should be submitted by **November 15**.

International students applying for a personal leave of absence must consult with the Dean of International Students to discuss immigration regulations pertaining to their student status.

- Students should contact Student Financial Services with questions or concerns regarding tuition, loans, or financial aid.

A. Student Information

First Name: _____ Last Name: _____ Class Year: _____
MHC Email: _____ Phone Number: _____ MHC ID: _____

B. Address While on Leave

During the (final) semester of your approved leave, an Intentions Form will be emailed to your Mount Holyoke email address. This form must be completed by the deadline in order to be eligible to return to the College at the end of your leave.

C. Leave Information

Duration of Request: ____ Fall Semester and / or ____ Spring Semester of the Academic Year (i.e. 2026 / 2027) ____ / ____

Reason(s) for requesting a leave (check all that apply):

____ Internship ____ Family ____ Financial ____ Travel ____ Participate in a Non-Academic Program
____ Other: _____

Please write a brief statement, which explains why you are requesting a leave.

Do you plan on taking academic courses while you are on leave? ____ Yes ____ No

Are you considering transferring to another institution? ____ Yes ____ No

Student Signature: _____ Date: _____

D. Office of Academic Deans' Approval

Students must consult with their Academic Dean in order for a non-academic leave request to be approved. If the leave is requested mid-semester, the effective date of the leave is set in this consultation with the dean. Students are also encouraged to speak with their faculty advisor before taking a leave.

Academic Dean Signature: _____ Date: _____

E. For Office Use Only

Effective Date: _____

(if leave is pre-approved for an upcoming semester, the effective date is the first day of classes for that semester)