



**Enrollment Services  
OFFICIAL LEAVE OF ABSENCE**

Student Name: \_\_\_\_\_ MICA ID#: \_\_\_\_\_

Current Date: \_\_\_\_\_ Major: \_\_\_\_\_

Level (circle one): Freshman    Sophomore    Junior    Senior    Post-Bac    Graduate

Local Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Current Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City/State/Postal Code (zip)/County: \_\_\_\_\_

Effective date of Leave of Absence: \_\_\_\_\_ Last semester **completed** at MICA: Fall / Spring 20\_\_\_\_

Anticipated re-entry to MICA will be for the (circle one) FALL / SPRING 20\_\_\_\_

Reason for Leave of Absence: \_\_\_\_\_

Will you attend another school while on leave? YES / NO If yes, list the school and courses you intend to take\*:

\* IMPORTANT! Students should receive prior approval from MICA for all coursework to be transferred. Foreign study must be pre-approved by the Office of International Affairs.

Do you live in campus housing? YES / NO Do you currently have Financial Aid? YES / NO

Do you hold an F-1 Visa? YES / NO (if yes, you must contact the Office of International Affairs)

Students who have academic records and are in good academic standing may apply for a Leave of Absence from the Maryland Institute College of Art. This leave allows a student to apply for readmittance to MICA directly through Enrollment Services. Students who leave MICA without filing an Official Leave of Absence lose readmittance priority. **I have read, understand and agree to the Leave of Absence Policy stated above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Exit Interview: Yes \_\_\_\_\_ No \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_ Refund %: \_\_\_\_\_

Director of Academic Advising: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_

CC: Financial Aid, Student Accounts, Student Affairs

\_\_\_\_ Tern History    \_\_\_\_ Tuition re-calculated    \_\_\_\_ Term de-activated    \_\_\_\_ Program plan updated    \_\_\_\_ Transcript updated

