Request for Leave of Absence or Complete Withdrawal Form

Name
Email
Address

<table>
<thead>
<tr>
<th>PROGRAM OF STUDY</th>
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<tr>
<td>□ MA, Statecraft and National Security Affairs</td>
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<td>□ MA, Statecraft and World Politics</td>
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<tr>
<td>□ MA, Strategic Intelligence Studies</td>
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<tr>
<td>□ Certificate Program:</td>
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<tr>
<td>□ Continuing Education</td>
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City State ZIP Daytime Phone Evening Phone

I am requesting (Check one):

□ Leave of Absence When do you intend to return? ____________________________
□ Complete Withdrawal from all courses

I, the undersigned, wish to take a leave of absence or completely withdraw for the following reasons:

□ Coursework too difficult □ Military Duty
□ Financial Hardship □ Personal Reasons
□ Medical □ Transferring to another institution

LEAVE OF ABSENCE & WITHDRAWAL POLICIES

Leave of Absence
A student who wishes to leave the Institute for more than one semester for professional, military, or personal reasons, but who intends to return in a future semester, may request a leave of absence. A Leave of Absence Form (available on the IWP website or from the Registrar’s Office) must be signed and submitted to the Director of Student Affairs for approval before the student begins the leave of absence. Time limitations for completing the Master’s degree (five years) continue to apply during the leave of absence, but requests for extensions may be considered in exceptional cases. When a student wishes to return, he/she must notify the Registrar no later than two months prior to the start of the semester in which the student intends to enroll.

Withdrawal from the Institute
M.A. and certificate students who wish to withdraw from the Institute must submit the Complete Withdrawal Form to the Director of Student Affairs and complete an exit interview. Students with Title IV student loans will additionally be required to undergo Title IV exit counseling. Students who withdraw forfeit course deposits, and will be subject to the Title IV Return of Title IV Funds policy and IWP’s Refund Policy, as appropriate. If, for any reason, a student wishes to return to the Institute, a signed letter requesting re-admission, along with a $150 fee, must be received by the Admissions Coordinator within five years of the original withdrawal. However, after five years, a student who wishes to return to the Institute must submit a new application package.

If you are receiving Financial Aid benefits and this is a complete withdrawal from all classes, must obtain the signature of the Director of Financial Aid. Your transcript cannot be forwarded to another institution if your financial account is not clear. Please check with the Business Office to settle outstanding balances.

ACKNOWLEDGEMENT OF IWP POLICIES

I, the undersigned, understand and acknowledge IWP’s policies as stated above:

Student Signature: ____________________________ Date: ____________________________

Director of Financial Aid Signature (if applicable) ____________________________ Date: ____________________________

Office Use Only: Date Received: ________ Date Processed: ________