



LEAVE OF ABSENCE / WITHDRAWAL TRACKING FORM

CAMPUS: Santa Cruz San Jose

PROGRAM: MTCM DTCM DAOM

TERM: Spring Summer Fall _____
Year

LANGUAGE: Chinese English

_____ Date

_____ Student's LAST Name, FIRST Name

_____ Student ID#

Leave of Absence

As of the following date, I will be taking a leave of absence: _____
MM/DD/YYYY

Anticipated date of return: _____
TERM / YEAR

Withdrawal

As of the following date, I will be withdrawing from Five Branches University: _____
MM/DD/YYYY

Administrative Withdrawal

As of the following date, student enrollment has been canceled: _____

Reason for requesting an LOA:

Significant Medical Issue

Family Member Significant Medical Issue or Death

Job Crisis

Other: _____

** I understand that a leave exceeding 180 days will result in an administrative withdrawal. In order to return from an LOA, students are required to complete registration paperwork according to published deadlines. All re-admission is subject to approval. Failure to return from an LOA could affect your federal loan terms such as repayment and exhaustion of grace period.*

Signature: _____

Date: _____

Forwarding Address: _____

Primary Phone #: _____

Email Address: _____

FOR ADMINISTRATION USE ONLY:

Must be routed in order. INITIAL

DATE

_____ Registrar

_____ Admissions

_____ Clinic

_____ Library

_____ Reception/Facilities

_____ Financial Aid

_____ Accounting

_____ Registrar

Last Date of Attendance: _____ Drop Courses / Update Empower / Enrollment Status

Exit Interview

Appointment Book / No balance due / Outstanding \$ _____

No balance due / Outstanding \$ _____

No balance due / Outstanding \$ _____ Locker returned

Exit Interview / FA Director Only

No balance due / Outstanding \$ _____

Archive to Student Record

STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

ENROLLMENT CANCELLATION (WITHDRAWAL) – FULL REFUND

Students have the right to cancel their contract for enrollment at Five Branches University and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To do so they must obtain a Withdrawal form from the Registrar's Office. If they are unable to do so, a letter, e-mail or fax addressed to the Registrar with the Student's signature stating your cancellation of enrollment will be accepted. Deadline to cancel program enrollment and obtain a full-refund: _____ . [First Friday/First week of Term].

If enrollment is canceled by the stipulated deadline, the University will refund the student any tuition monies paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received. The amount refunded for a student who has received Title IV Financial Aid will be returned to the direct loan program to reduce the Student's federal direct loan debt.

Withdrawal form and letter of resignation should be sent to: Five Branches University, Attn: REGISTRAR

SC Campus: 200 Seventh Avenue, Santa Cruz, CA 95062

Fax (831) 476-8928

SJ Campus: 1885 Lundy Avenue, Suite 108, San Jose, CA 95131

Fax (408) 261-3166

ENROLLMENT CANCELLATION (WITHDRAWAL) – PRO-RATED REFUND

A Student wishing to terminate enrollment must state this in writing on a Withdrawal Form to the Registrar. The effective date of cancellation is the date postmarked or turned in to the Registrar. Students who cancel enrollment after classes have begun will be given tuition refunds that are prorated according to the percentage of the class time remaining in all courses in which the Student was registered.

Students may withdraw from a course after instruction has started and receive a prorated refund for the unused portion of the tuition and other refundable charges if the Student has completed 60% or less of the enrollment period. For example, if the Student completes only 9 hours of a 15-hour course and paid \$295 tuition, the Student would receive a refund of \$118.00 for the 6 hours of class time not attended.

$$\frac{\$295 \text{ (total tuition paid)} \times 6 \text{ (hours not attended)}}{15 \text{ (total registered hours)}} = \$118.00 \text{ Refund}$$

The amount refunded for a student who has received Title IV Financial Aid will be returned to the direct loan program to reduce the Student's federal direct loan debt. If the University cancels or discontinues a course or educational program, the school will make a full refund of all charges. Institutional fees are non-refundable.

CHANGE IN ENROLLMENT STATUS – DROPPED COURSE(S)

To obtain a full refund, a Student must submit a drop form no later than the fifth business day of the term. If you choose drop a course after five business days have lapsed, a Student may obtain a prorated refund for the unused portion of the tuition if 20% or less of the course time has lapsed. For example, if the Student completes only 3 hours of a 15-hour course and paid \$295 tuition, the Student would receive a refund of \$186.00 for the 13 hours of class not attended.

$$\frac{\$295 \text{ (total tuition paid)} \times 12 \text{ (hours not attended)}}{15 \text{ (total registered hours)}} - (\text{minus}) \$50 \text{ Drop Fee} = \$186.00 \text{ Refund}$$

Please note that there is no refund for course absence(s) of any period during a term or session, or for dropping a course after 20% of the course time has lapsed. If the University cancels or discontinues a course, the school will make a full refund of all charges. Credited amounts can either be applied to the following term's tuition, or refunded upon request.

REFUND ELIGIBILITY

TERM		EXIT WEEK	
TOTAL TUITION CHARGED	(A)	% ATTENDED	
TOTAL FEES PAID		REFUND ELIGIBILITY	

REFUND CALCULATION

TOTAL REGISTERED HOURS	(B)	PRO-RATED REFUND: <u>LINE A X LINE C</u> LINE B	
TOTAL HOURS NOT ATTENDED	(C)		

Student's Name: _____

Date Processed: _____