



Office of the Registrar
160 Herrick Road, Newton Centre, MA 02459
617-559-8642 (phone) 617-559-8825 (fax)

PETITION FOR LEAVE OF ABSENCE

Matriculated students are required to be enrolled each semester until they receive their degree. The following categories carry no academic credit. *You may petition for a leave of only one semester at a time.* A fee may be required to process this form and must be enclosed with the petition.

Leave of Absence (LEAVE 100) FEE REQUIRED: \$100

Leave of absence is appropriate when the matriculating student in good standing requires leave for personal, professional or other legitimate reasons before all coursework for a degree has been completed. Students may not take more than one year in total Leaves of Absence during their degree program.

Thesis/Paper Writing Status (THESIS 100) FEE REQUIRED: \$100

Thesis/paper writing status is appropriate when all coursework is completed and the matriculating student is engaged in an approved writing project (thesis).

Continuation of Candidacy (CANDCY 100) NO FEE REQUIRED

Continuation of candidacy is appropriate when the matriculating student has completed all of the coursework for a degree including thesis and is awaiting the next commencement.

Students are required to obtain the signatures of their academic adviser or the Provost. Once completed, please return this form to the Registrar's office. *Please note:* Taking leave may change any financial aid you have been awarded for the year. Please speak to the Student Financial Aid Office if you have any questions.

Date _____ Student ID _____ or Social Security Number _____

Name (last, first, MI) _____ M F

Address _____

City _____ State _____ ZipCode _____

I will be taking Leave for the following semester: Summer Fall Spring (*request may cover one semester only*)

Degree Program: _____

- Type of leave: Leave of Absence (Requires \$100 Fee)
 Thesis/Paper Writing Status (Requires \$100 Fee)
 Continuation of Candidacy (no fee required)

Student's Signature: _____

Adviser or Provost Signature: _____

Please return form to: Registrar's Office, Hebrew College, 160 Herrick Road, Newton Centre, MA 02459

PAYMENT: You may pay by check or credit card:

- I am paying by check. (Check is payable to HEBREW COLLEGE in US Dollars)
 I am paying by credit card: MasterCard Visa Card

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Name on Card: _____

Signature: _____