



NYU Tisch School of the Arts  
Office of Student Affairs  
726 Broadway, 2nd Floor  
New York, NY 10003  
P: 212 998 1900  
F: 212 995 4060  
tisch.nyu.edu

### Leave of Absence Request Form

1. Please attach a letter explaining why you are requesting a leave and describing your plans while away
2. Please read and sign this form
3. Please withdraw online through Albert (instructions can be found under the Office of the Registrar at [www.nyu.edu](http://www.nyu.edu))
4. Please contact your department administrator regarding your leave request (reverse side of form has contact information)

Date of Request: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Student ID: N\_\_\_\_\_

Student Name: \_\_\_\_\_  
(Last) \_\_\_\_\_ (First) \_\_\_\_\_

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

(City) \_\_\_\_\_

(State) \_\_\_\_\_

(Zip) \_\_\_\_\_

Phone: \_\_\_\_\_

NYU Email address: \_\_\_\_\_

#### UNDERGRADUATE DEPARTMENT (please indicate department):

Collaborative Arts	Dramatic Writing	Performance Studies
Cinema Studies	Film & Television	Photography & Imaging
Dance	Game Design	Recorded Music
Department of Drama	IMA	

#### GRADUATE DEPARTMENT (please indicate department):

Art & Public Policy	Design for Stage & Film	Graduate Acting	ITP
Cinema Studies	Dramatic Writing	Graduate Film	Performance Studies
Dance	Game Design	Graduate Musical Theatre	MIAP

#### Type of leave requested (please indicate leave):

Financial

Personal

Medical

Semester you are requesting to leave: \_\_\_\_\_

Semester you plan to return: \_\_\_\_\_

#### Please circle the answer to the following questions:

- Do you live in a residence hall?  Yes  No
- Do you receive financial aid?  Yes  No
- Are you a United States citizen?  Yes  No

**PLEASE READ THE FOLLOWING TERMS:**

- I understand that a Leave of Absence from New York University precludes me from taking courses at another academic institution.
- I will discuss all course requirements affected by this Leave with my academic advisor.
- I am aware that a Leave of Absence does not exempt me from student loan repayments and I must adhere to all deadlines for future financial aid applications. (If you have financial questions please contact Dory Smith-Wilson at 212-998-1911).
- If I live in a residence hall, I will contact the Housing Office (212-998-4600) regarding the change in my residential status. I understand that by taking a **personal or financial leave** I will not maintain my housing renewable status.
- I understand that I will not have access to any NYU university services or facilities during my leave of absence.
- I must notify the Office of Student Affairs of my return three to six weeks prior to registration so that I will be reactivated in the system. A **Return from Leave of Absence Form** can be downloaded from the Tisch website at [www.tisch.nyu.edu/student-affairs/forms](http://www.tisch.nyu.edu/student-affairs/forms). I must also inform my academic department at least three to six weeks prior to my registration session for the semester of my return so that I can be advised for registration. I am aware that my leave may affect my ability to pre-register for the semester of my return.
- If I am requesting a Leave for medical reasons it will require additional approval from Counseling and Wellness Services and/or the Student Health Center
- If I have NYU Student Health Insurance and I want to continue coverage while away, I will contact Student Health Insurance Services at 212-443-1020.
- If I am **not** a United States citizen I must contact the Office of Global Services 212-998-4720 to discuss requirements pertaining to my matriculation while on a leave from the university.

**I have read and understand the above terms pertaining to my Leave of Absence request.**

Student Signature

Date

**STUDENT AFFAIRS AND DEPARTMENT CONTACTS**

	<b>Art &amp; Pub. Policy</b> Emily Brown 212.992.8248 <a href="mailto:emily.brown@nyu.edu">emily.brown@nyu.edu</a>	<b>Design for Stage and Film</b> Barbara Cokorinos 212.998.1956 <a href="mailto:barbara.cokorinos@nyu.edu">barbara.cokorinos@nyu.edu</a>	<b>Grad. Musical Theatre</b> Marie Costanza 212.998.1830 <a href="mailto:mcc1@nyu.edu">mcc1@nyu.edu</a>	<b>MIAP</b> Jess Cayer 212.998.1618 <a href="mailto:jlc26@nyu.edu">jlc26@nyu.edu</a>
<b>Student Affairs Admin.</b> Avery Fainer 212.998.1908 <a href="mailto:avery.fainer@nyu.edu">avery.fainer@nyu.edu</a>	<b>Cinema Studies</b> Melanie Daly 212.998.1594 <a href="mailto:md96@nyu.edu">md96@nyu.edu</a>	<b>Department of Drama</b> See Advisor 212.998.1850 <a href="mailto:Advisors Group NYU Tisch Drama">Advisors Group NYU Tisch Drama</a>	<b>Dramatic Writing</b> Julia Attanasio 212.998.1940 <a href="mailto:julia.attanasio@nyu.edu">julia.attanasio@nyu.edu</a>	<b>Performance Studies</b> Noel Rodriguez(G)/Laura Fortes(UG) 212.998.1621/1622 <a href="mailto:noel.rodriguez@nyu.edu">noel.rodriguez@nyu.edu</a> <a href="mailto:laura.fortes@nyu.edu">laura.fortes@nyu.edu</a>
<b>IMA</b> Midori Yasuda 212-998-1882 <a href="mailto:midori.yasuda@nyu.edu">midori.yasuda@nyu.edu</a>	<b>Recorded Music</b> Brianne Hayes 212.992.8408 <a href="mailto:bp32@nyu.edu">bp32@nyu.edu</a>	<b>Game Design</b> Jessica Lam 646.997.0709 <a href="mailto:jessica.lam@nyu.edu">jessica.lam@nyu.edu</a>	<b>ITP</b> Dante DelGiacco 212.998.1881 <a href="mailto:dante.delgiacco@nyu.edu">dante.delgiacco@nyu.edu</a>	<b>Photo &amp; Imaging</b> 212.998.1930 Patricia McKelvin <a href="mailto:pm103@nyu.edu">pm103@nyu.edu</a>
<b>Collaborative Arts</b> Colleen Seeber 212-998-1817 <a href="mailto:cs4283@nyu.edu">cs4283@nyu.edu</a>	<b>Dance</b> Daria Kendus 212.992.9302 <a href="mailto:dk2@nyu.edu">dk2@nyu.edu</a>	<b>Grad Acting</b> Giselle Vázquez 212.998.1963 <a href="mailto:giselle.vazquez@nyu.edu">giselle.vazquez@nyu.edu</a>	<b>Undergrad Film &amp; TV</b> See Advisor 212.998.1700 <a href="mailto:ugftv.academic.support@nyu.edu">ugftv.academic.support@nyu.edu</a>	<b>Grad Film</b> Natalie LeBrecht 212.998.1568 <a href="mailto:natalie.lebrecht@nyu.edu">natalie.lebrecht@nyu.edu</a>

**FOR DEPARTMENT USE ONLY**

Student's GPA \_\_\_\_\_ Points Completed \_\_\_\_\_

Academic Standing:  Good Standing  Academic Probation  Disciplinary Action

Departmental Approval Signature Date

Director of Student Affairs Approval Signature Date

Associate Dean for Student Affairs Approval Signature Date