

Students who Take a Leave of Absence or Withdraw

Students who plan to take a Leave of Absence should pick up a *Departure Packet* at the Office of Undergraduate Student Housing after notifying the College of their plans in writing. The *Departure Packet* includes a Notice of Departure form which needs to be turned in to the Office of Undergraduate Student Housing prior to moving out, instructions on how to move out properly, and an application for returning to housing in the future (if applicable). Students are expected to move out and check out of their residence hall room within two (2) days of the start of their Leave of Absence or withdrawal. The *Departure Packet* includes information about how to move out properly and explains what a student needs to do to check out appropriately to avoid improper checkout fees.

A student will continue to be charged for their housing and dining contracts until they have checked out properly. Once the Office of Undergraduate Student Housing receives confirmation that the student has checked out (returned keys/decoded card), and receives confirmation from the College that the student has been placed on a leave, the housing and dining contracts will be cancelled. Charges/credits will be pro-rated and a contract cancellation fee will be charged to the student's bursar account.

University policy is that students on a Leave of Absence have certain Chicago Card privileges suspended, included access to Flex Dollars (meal plan or purchased).