

APPLICATION FOR LEAVE OF ABSENCE INSTRUCTIONS

Application Deadline

Applications for a leave of absence are due by **August 1** for the fall term or academic year and by **January 1** for the spring term. Students filing after these dates are charged a late registration fee of \$50.00 plus an additional \$5 for each week late. **Applications for leave of absence will not be approved if students have an outstanding term bill from a previous term or if a loan from the University is delinquent by more than 90 days.** Students who fail to register are liable for a lapse-of-candidacy fee of \$250. Students who want to discontinue their degree candidacy should file a withdrawal notice with the GSAS Dean's Office.

Contact Information

The address on the application should be a mailing address for the period students are to be on leave, and is the address to which term bills will be sent. Students who will be traveling may want to use a local or permanent address from which mail can be forwarded if necessary. **Please inform the Registrar's Office of any change of address.** Students must provide an e-mail address that will be monitored regularly; if there is any problem processing the application, the GSAS Dean's Office will e-mail the student.

Tuition Payments

The tuition requirements for PhD candidates are two years of full tuition and two years of reduced tuition. Students on a leave of absence may elect to delay payment of tuition, and instead pay the active file fee or the facilities fee, for up to two years prior to the completion of the tuition requirements. Grants are ordinarily given for resident status only and do not normally cover the Active File Fee. Please contact your financial aid officer regarding your grant (617-495-5396).

Once an application has been approved, there is a \$30 fee for any change later requested in the charges for a term.

Loans

Payment on education loans is not deferrable for a student on Leave of Absence. Repayment of Federal Stafford (formerly GSL)/Federal Direct and Federal Perkins/NDSL loans begins six or nine months after a student goes on leave, depending on the terms of his or her loan(s). A student registered in residence at another school should obtain deferment forms from the Harvard Loan Office in Holyoke Center or from the bank/lending agency from which he or she has borrowed. Questions regarding loan status should be referred to the Loan Office (617-495-3782) or to the lending bank/agency.

Health Insurance Coverage

Students registered on a leave of absence will not have Blue Cross Blue Shield (BCBS) or University Health Services (UHS) insurance coverage. If students on a leave of absence want BCBS and UHS coverage, they **MUST** contact Member Services within 30 days of the approved application. Visit www.huhs.harvard.edu for information. Call UHS Member Services (617-495-2008) or e-mail mservices@uhs.harvard.edu with questions.

International Students

Immigration regulations require that F-1 or J-1 visa holders must maintain full-time enrollment status while in the United States. F-1 or J-1 students who are considering applying for a leave of absence must speak to an advisor in the Harvard International Office (Holyoke Center 864, 617-495-2789) before submitting an application.

