

# Kellogg School of Management

## Withdrawal and Leave of Absence Request

Use this form for:

- *Permanent Withdrawal:* Students who decide to leave school with no plan to resume their studies or students who are permanently withdrawing and transferring to another school.
- *Leave of Absence:* Students taking a leave with plans to return to Kellogg

The following policy applies to permanent withdrawal and temporary leave of absence:

- Withdrawal from quarter prior to the deadline to drop – a transcript notation will appear indicating the withdrawal and date.
- Withdrawal from quarter after the deadline to drop – a transcript notation will appear indicating the withdrawal and date, and a “W” grade will be assigned to each course for the quarter.
- The date this form is returned will be considered the official date used for computing any tuition adjustment according to the policy found in the student financial regulations handbook available at <http://www.northwestern.edu/sfs/index.html>

Last Name

First Name

EMPLID

Academic Program

E-mail

I am Requesting

Do you plan to return  
to Northwestern?  
If so, when?

Effective Term of Leave/Withdrawal

Academic Year

---

I have communicated with Financial Aid.

Yes

FT students: [finaid@kellogg.northwestern.edu](mailto:finaid@kellogg.northwestern.edu) or

Not Applicable

PT students: [financial-aid-chicago@northwestern.edu](mailto:financial-aid-chicago@northwestern.edu)

I have communicated with Student Housing.

Yes

[janet-olsen@kellogg.northwestern.edu](mailto:janet-olsen@kellogg.northwestern.edu)

Not Applicable

I have communicated with the International Office.

Yes

[a-blough@kellogg.northwestern.edu](mailto:a-blough@kellogg.northwestern.edu)

Not Applicable

---

Approval Signatures Required

Office of Student Life

Registration and Student Records:

Date  
Processed