



LEAVE OF ABSENCE FORM

Please return this form to:
Office of the Bursar
Thomas Edison State College
101 West State St.
Trenton, NJ 08608-1176

Official Leave of Absence (LOA)

Many adult students find themselves in life situations (i.e., increased workload, family crisis, limited financial resources, etc.) where they need to take an extended period of time off from their studies. By completing this official Leave of Absence Form, you are indicating that you will be taking a maximum of a one year leave of absence from your enrollment at Thomas Edison State College. Please fill out the information below and return it to the Office of the Bursar with your \$58 processing fee. If you are paying by check, please make checks payable to Thomas Edison State College. This process will hold your status as a student for a maximum of one full year. To make good use of a leave of absence, it should only be taken at the end of your current enrollment period.

During your leave of absence, you are not entitled to enrolled student services such as transcript evaluation and program planning. If you choose to earn credits through Thomas Edison State College courses, Prior Learning Assessment (PLA) and TECEP® examinations, you will be charged nonenrolled fees.

Name: _____

College ID#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

I wish to officially apply for a Leave of Absence from Thomas Edison State College.

I plan return to Thomas Edison State College on: _____

Student Signature: _____ Date: _____

Answers to Frequently Asked Questions About Returning from a Leave of Absence

What is my status at the time I return to the College?

Academic Status

The LOA guarantees that your program of study toward your degree will not change. You will be allowed to return to your studies without any academic penalty or change of degree requirements. However, if you re-enroll in a different degree program upon your return, you will be required to complete the degree requirements in effect at the time of re-enrollment. If you complete all your academic requirements while on LOA, you still must pay the enrollment fee to re-enroll and apply for graduation.

Admissions Status

When you return to the College after an official leave of absence, you do not have to resubmit an application for admission. The LOA will allow you to return as a continuing student.

Financial Status

When you return to the College, you will be required to re-enroll as a continuing student by paying the annual enrollment tuition or the comprehensive tuition for subsequent years. You do not have to pay as a newly enrolled student.

Current Course Status

If you are currently registered or enrolled in courses or TECEP examinations with Thomas Edison State College, this LOA has no effect on those courses. Your registration is still active and you may complete the courses on schedule. If you wish to withdrawal from the courses, please submit the Request for Course Withdrawal using the form on www.tesc.edu.

What must I do to return to the College?

At the time you are ready to return to your studies you need to complete the Re-enrollment Form which is available on the College Web site at www.tesc.edu. Send the Re-enrollment Form with the current Annual Enrollment tuition or Comprehensive tuition for subsequent years. Mail to: Office of the Bursar, Thomas Edison State College, 101 West State St., Trenton, NJ 08608-1176.

Please charge the Leave of Absence processing fee to my:

American Express VISA MasterCard Discover Enclosed is my check for \$58.00

Card Number: _____ Expiration Date: _____

Student Signature: _____ Date: _____