

**BARNARD COLLEGE OFFICE OF THE DEAN OF STUDIES
NOTICE OF STUDY LEAVE AT ANOTHER INSTITUTION FOR A SEMESTER OR A YEAR
AFTER COMPLETING THE FALL ____ OR SPRING ____ SEMESTER AT BARNARD**

THIS FORM IS DUE BY THE PROGRAM FILING DEADLINE OF THE SEMESTER PRIOR TO STUDY LEAVE

Please complete this form if you are planning to study abroad during the academic year. File the completed form with Dean Young, 105 Milbank. (A copy will be returned to you.) **Please note:** If you are planning this study leave for any part of your **senior year**, you must meet with Senior Class Dean Schneider and obtain his signature on the form.

LAST	FIRST	EXPECTED GRAD. MONTH/YR
BARNARD I.D.#	BARNARD E-MAIL	ADVISER

DATES OF PROPOSED ATTENDANCE: _____

WHERE DO YOU PLAN TO ENROLL?

INSTITUTION	PROGRAM	COUNTRY
ARE YOU IN BARNARD HOUSING? YES NO	DO YOU RECEIVE FINANCIAL AID? YES NO	

To cancel your housing, meal plan, and/or financial aid, please contact the appropriate offices immediately.

SEMESTER YOU INTEND TO RETURN TO BARNARD: _____ **(FOR BILLING PURPOSES)**

UNLESS YOU NOTIFY US IN WRITING OF A CHANGE IN PLANS YOU WILL BE BILLED FOR THE SEMESTER INDICATED.
If you register elsewhere for one or two consecutive (Barnard) semesters, you need not request readmission. You will automatically be readmitted unless you notify this office of your intention to extend your absence. Readmission is normally granted to a student in good academic standing although certain conditions may have to be met in individual circumstances. For information about housing, please call (212) 854-3040; financial aid, (212) 854-2154; your account, Bursar's Office, (212) 854-2026.

I HAVE READ AND UNDERSTAND THE INFORMATION PROVIDED IN *STUDY ABROAD BASICS*.

SIGNATURE OF STUDENT	DATE
STUDENT HAS RECEIVED FINANCIAL AID CLEARANCE (Required of all students, regardless of whether you receive financial aid)	

SIGNATURE OF FINANCIAL AID REPRESENTATIVE	DATE
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REQUIRED APPROVALS:

SIGNATURE OF ADVISER (AND, SENIOR CLASS DEAN, IF APPLICABLE)	DATE
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SIGNATURE OF STUDY ABROAD ADVISER, GRETCHEN YOUNG

DATE

(PLEASE NOTE THAT YOU NEED ALL OTHER SIGNATURES BEFORE DEAN YOUNG WILL SIGN)

cc: Registrar, Dean Young, Dean Schneider (if applicable)

IMPORTANT: THE REGISTRAR WILL NOT GRANT TRANSFER CREDIT UNTIL A STUDY LEAVE COURSE APPROVAL FORM HAS BEEN COMPLETED AND FILED WITH DEAN YOUNG AND AN OFFICIAL TRANSCRIPT IS RECEIVED FROM THE STUDY LEAVE INSTITUTION.