



SAINT LOUIS  
UNIVERSITY

## Withdrawal or Leave of Absence from Saint Louis University

Office of the Registrar  
DuBourg Hall, Room 22  
One Grand Boulevard  
Saint Louis, MO 63103  
Phone: (314) 977 2269  
Fax: (314) 977 3447  
E-Mail registrar@slu.edu

Contact your advisor, coordinator and or college/school/center to determine which option would be best for you, given your situation.

- Office of Student Financial Services at 977-2350 (DuBourg Hall, Room 121)
  1. Check if/how withdrawing or leave of absence will impact your financial aid package.
  2. Discuss the Tuition Refund Schedule if leaving before the end of term.  
<http://www.slu.edu/office-of-the-university-registrar-home/academic-calendars/refunds-and-drops-fallspring>
  3. Determine your financial arrangements with Saint Louis University for the remainder of the semester.
- Office of Housing and Residence Life, *if living on campus*, at 977-2811 or [reslife@slu.edu](mailto:reslife@slu.edu).
  1. Discuss when you need to vacate your assigned room.
  2. Verify what charges will apply (refunds are given in accordance with your residence contract).
  3. Clarify what steps to follow if you require campus housing in subsequent semesters
- Your medical and vehicle insurance providers to determine whether no longer being a full-time student impacts your policy coverage
- If you are withdrawing due to a call for active military duty, please contact your Academic Advisor about what policies and procedures to follow.

**If you have decided to apply for a Leave of Absence, please fill out the Leave of Absence form.**  
[http://www.slu.edu/Documents/eas/Leave\\_of\\_Absence.pdf](http://www.slu.edu/Documents/eas/Leave_of_Absence.pdf)

You will need to drop your courses, using the Change of Registration form:  
[http://www.slu.edu/services/registrar/change\\_of\\_registration.pdf](http://www.slu.edu/services/registrar/change_of_registration.pdf)

If you are leaving before the end of term, the last date of attendance will need to be noted on the form.

**If you have decided to withdraw from Saint Louis University, please fill out the Intent to Withdraw form.**  
[http://www.slu.edu/Documents/enrollment/registrar/forms/Intent\\_to\\_Withdraw%20from%20SLU.pdf](http://www.slu.edu/Documents/enrollment/registrar/forms/Intent_to_Withdraw%20from%20SLU.pdf)  
Complete an Exit Interview with your advisor.

You will need to drop your courses, using the Change of Registration form:  
[http://www.slu.edu/services/registrar/change\\_of\\_registration.pdf](http://www.slu.edu/services/registrar/change_of_registration.pdf)

If you are leaving before the end of term, the last date of attendance will need to be noted on the form.

Please note, the Dean's Office may contact your instructors to determine your last date of attendance.  
If you have any additional questions or concerns, please contact your Academic Advisor.