

### Administrative Break Request Form

An Administrative Break is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment and who consult with their academic advisor/program office may request an administrative break from the Dean's Office using the below form.

#### **BEFORE Submitting an Administrative Break Request**

1. Discuss your planned break with your academic advisor or program director concerning how the break may impact your degree/program completion, academic standing, course grades, and conditions for return.
2. If you are currently enrolled in a semester/term that has started, you will need to complete the semester/term. If you are unable to complete the semester/term, you will need to follow your academic program's published withdrawal procedures.
  - Failure to do so will result in the assignment of earned grades for the semester/term that is in progress.
  - Tuition refunds are granted in accordance with the university's tuition refund schedule.
  - If you have successfully completed a substantial portion of your coursework, you may be eligible to enter into an Incomplete Grade Contract. Consult with each of your instructors or program director regarding this possibility.
3. If you are a financial aid recipient, you must consult with a financial aid counselor to learn about any impact the administrative break or a change in your enrollment status may have on your future aid eligibility and/or loan repayment obligations.
4. You must confirm that you plan to return from your administrative break at the start of the semester/term indicated on your administrative break request form.
5. International Students: You must consult with the Office of International Students and Scholars concerning any impact the administrative break will have on your international student status.
6. Secure supporting documentation. All administrative break requests must be accompanied by supporting documentation such as a signed letter or a verifiable electronic document.
  - Medical requests must be accompanied by a signed letter/form from a healthcare provider on official letterhead verifying the timeframe of the break.

- Military breaks must be accompanied by a copy of military orders indicating the duration of service.
- Personal requests must be accompanied by documentation supporting the reason for the request.

7. Students enrolled in more than one academic program or college must submit an Administrative Break Request Form for each college. Students cannot be registered in any program at the university during an approved administrative break.

### **IMPORTANT INFORMATION**

**Financial Aid:** If you are a financial aid recipient, consult the financial aid office to learn about any impact this may have on your financial aid eligibility or loan repayment status. You may contact [finaid@nova.edu](mailto:finaid@nova.edu) or (954) 262-3380.

**NSU Student Health Insurance:** If you have health insurance coverage through NSU's Student Health Insurance and wish to continue your coverage while on an approved administrative break, United Healthcare offers a three-month continuation based on your current student insurance coverage end date. Please contact [studenthealth@nova.edu](mailto:studenthealth@nova.edu) for questions about your coverage and this option.

**Residential Students:** You will need to meet with a residential life representative to schedule your move-out date and cancel your meal plan, if applicable.

#### Reminders:

- Students on an approved administrative break are not permitted to use campus facilities or participate in any campus activities (e.g., academic, athletic, RecPlex, student counseling, etc.).
- After submitting your request, your request will be sent to the Associate Dean of Student Affairs for review. You will be notified by your program director/chair of the decision in writing. Submitting an Administrative Break Request Form does not guarantee approval.

### **RETURN From an Approved Administrative Break**

- In preparation for your return from administrative break, you are required to contact the program office to communicate and confirm your intention to return by the agreed-upon date specified in your approval letter. If you do not contact the Program Office by that date, you will be retroactively withdrawn.
- Students with administrative breaks approved due to medical circumstances: You are required to provide your academic program with a signed letter/form from a healthcare provider on official letterhead verifying that you can resume academic activities prior to the start of your approved return semester/term.
- Students who do not return at the conclusion of their approved administrative break will be withdrawn from the university retroactively to the last date of attendance and are required to reapply for admission.

## Application for an Administrative Break in Enrollment

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

NSU N#: \_\_\_\_\_ Campus: \_\_\_\_\_

Current Graduation Date: \_\_\_\_\_ Address: \_\_\_\_\_

NSU Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Requested Break Start Date: \_\_\_\_\_ Requested Break Return Semester/Term: \_\_\_\_\_

Reason for Requested Break: (please attach supporting documentation)

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Please confirm each of the following:

- I have met with a financial aid counselor to make sure I understand the impact of my break on my financial aid eligibility and repayment.
- I have met with my program director or advisor and understand the impact of the break on my academic course of study, graduation date, additional tuition and fees, etc.
- I understand how the break impacts my health insurance.

I affirm that all information provided with this request is truthful and accurate, and I agree to follow the terms and conditions of my administrative break outlined by my program director, if the break is approved.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_