



**BIRTHINGWAY COLLEGE OF MIDWIFERY**

12113 SE Foster Rd  
Portland, Oregon 97266  
503.760.3131

**Request to Leave Core Form**

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

Reason for Leave (please attach additional papers if necessary)

Anticipated Length of Leave (1-3 consecutive terms): \_\_\_\_\_

**We strongly recommend you meet with the Midwifery Program Coordinator (MPC) before submitting this form. Please read the following policies carefully. Initial each statement and sign below. This form must be submitted to the MPC.**

\_\_\_\_ Leave from core is only granted for up to 3 consecutive terms. During your leave from core, you may continue to take supplemental, elective and clinical training coursework. If you need to take a leave from core longer than 3 terms, you must submit a letter of request to the MPC. This letter of request must be submitted to the MPC by 5 pm on the registration deadline of the term for which the extension is requested. Extensions are only granted term by term. If no letter is received, you will be withdrawn from the midwifery program and need to reapply.

\_\_\_\_ You must continue to pay the registration fee for each term while on leave from core, whether or not you are taking credit classes. Failure to register each term will be considered a withdrawal from the midwifery program and you will need to reapply.

\_\_\_\_ You must speak with the Financial Aid Officer to see how a leave may affect your financial aid. If you fall below half-time status, you will have to complete exit counseling. Students who withdraw from all coursework may be responsible for returning all or some of your federal financial aid funds according to the *Return of Title IV Funds* policy. Please review the Financial Aid section of the *Student Handbook and Catalog*.

\_\_\_\_ Taking a leave from core may mean completed credits will expire prior to graduation. Please refer to the *Credit or Catalog Expiration* policy in the *Student Handbook and Catalog*.

