



**2015-2016 Catalog Addendum  
October 21, 2015**

**Leave of Absence – pages 42 and 54**

**14.0 Leave of Absence – page 42**

Prior to the date of the expiration of the leave (as stated in the correspondence from the Registration Office), the student must notify the Registration Office in writing by the date specified in the letter of their intent to return, along with a \$100 deposit that will be used as a credit toward tuition upon the student's return. A student's failure to notify the Registration Office will result in the student being administratively withdrawn from Phillips.

**34.0 Leave of Absence – page 54**

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