



Penn State Access Account Extension For Student Leave of Absence

This form is for Penn State students to request an extension of their Penn State Access Account during a period of absence approved by the University Registrar. (For more information, visit the [Registrar's Leave of Absence](#) page.) The student's academic department must formally approve the request for a leave of absence. Only after that approval is obtained for the leave of absence will a student be able to apply for an Access Account extension through the ITS Accounts Office. When the leave of absence is canceled prior to the official return date, it is the student's responsibility to inform the ITS Accounts Office of said cancellation. The charge is \$8/month for each month of the extension.

Return this completed form to the ITS Accounts Office, 204 Wagner Building, University Park, PA 16801.

Last Name:	First Name:	Middle Initial:
PSU Access Account user ID (or PSU email address):	PSU ID Number:	
Address During Leave or Home Address:	Phone Number During Leave or Home Phone:	

Starting:		Returning:	
Semester:	Year:	Returning:	Year:
Fall	—	Fall	—
Spring	—	Spring	—
Summer	—	Summer	—

I agree to abide by the conditions set forth in Penn State University Policy AD20 and the EDUCOM statement on using software in my use of all computer and network resources. I understand that access to the network and other information services is a privilege and not a right. Violation of policy or law may result in suspension of network access or other information service privileges, disciplinary action, and legal proceedings. Relevant policies can be referenced on the accessing the following ITS website, [Policies, Guidelines, and Laws](#), and in the administrative offices of colleges and departments.

I authorize Penn State to charge the \$8/month extension fee for the account to my Student Bursar Bill. I understand that I may rescind or shorten this agreement at any time by notifying the ITS Accounts Office in writing (without notification, I understand that I will still be billed for the length of the agreement even if my leave of absence is later shortened). Any federal aid in my account may be applied toward these charges unless I rescind this authorization. I understand that this agreement does not include any printing and that any long distance charges are my responsibility. I also understand that my account will go down at the end of the agreed upon period if, at that time, I no longer qualify for a Penn State Access Account.

 Applicant's Signature

 Date