

Roger Williams University
Request for Medical Leave of Absence

Student Name: (please print)	Student ID#:	Class Year:
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Requesting Leave for: (please circle)	Fall	Spring	Year:
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Permanent/home address:

Cell telephone:	Home telephone:
Email:	

Last day will attend class/last attended: _____	Date to move out/moved out of residence hall: _____
*An approved medical leave will be granted based on the receipt of all necessary documentation, not on the date the student last attended class/date moved out of residence hall.	

Signature:	Date of Request:
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Medical Leave of Absence Policy

A student may apply to the Office of Student Life for a medical leave of absence from the University for one full semester. To request a medical leave, you will need to complete: (1) this Request for Medical Leave of Absence form, (2) a letter/signed statement explaining why you are requesting the leave and how you will spend the time away from RWU to address the issue(s), and (3) supporting documentation from a treating health care provider (e.g., physician, psychologist, psychiatrist). The health care provider responsible for treatment must provide a recommendation on letterhead supporting the student's requested medical leave and their subsequent reinstatement.

When students are approved for a medical leave they receive grades of W (Withdrawn) for enrolled classes. Applications must be made no later than **December 1st** for the fall semester and **May 1st** for spring semester. Medical leaves are granted for medical issues that occur **during** the course of the semester. Students requesting a leave **before** the semester begins should not apply for a medical leave; rather, they should apply for a Leave of Absence through the Advising & Peer Mentor Office. Medical leaves are granted for one full semester. Students are eligible for one Medical Leave of Absence during their academic tenure at RWU.

Important Financial Information

The financial reimbursement policy for medical leaves of absence is as follows:

- **Tuition charges-** For weeks 1-4 the regular withdrawal schedule is in place (100%, 80%, 60%, 40%); weeks 5-13 will receive a 20% credit; there will be no credit after week 14. Credits are based on the date of approval of the medical leave.
- **Housing-** Credit will be determined by date of medical leave approval and made on the same schedule as the tuition credit (see above) as long as the student has completed the move-out of their residence hall room and returned their key to the Housing Office. Otherwise, housing credit will be based on the date the student officially checks out of the residence hall and returns the key to the Housing office. If the student fails to complete this part of the process, they may not be eligible to receive any credit towards the housing charges and may be billed an additional charge for key replacement.
- **Board -**Credits are based on a pro-rated schedule based on the week of approval of the medical leave.

Financial Reimbursement Policy for Medical Leaves

Fall and Spring Semesters:

Within 1 st Week	100% of Tuition; Forfeits 1 week of Room* and Board Plus forfeiture of \$350 Housing Deposit
Within 2 nd Week	80% of Tuition and Room* Board- Prorated
Within 3 rd Week	60% of Tuition and Room* Board- Prorated
Within 4 th Week	40% of Tuition and Room* Board- Prorated
Within 5-13 Weeks	20% of Tuition and Room* Board- Prorated
After Week 13	No Credit

- **Tuition & Board charges** are as of the date of approval. * **Room charges are based upon official check-out & key return.**
- Students with **financial aid** are encouraged to discuss the potential impact of a medical leave on their financial aid package and eligibility with the Financial Aid Office. Students are also encouraged to research implications concerning their **health insurance** coverage. _____ **(Student initials here)**
- Any outstanding balance on a student's account is deducted from the tuition credit. **All student fees are for a full semester/session and are not refundable.** Any credits which would result in a refund due the student, as authorized by the Office of the Bursar, will require approximately two weeks for processing.

Reinstatement from Medical Leave of Absence Policy:

A student requesting to return from a medical leave of absence must demonstrate that you were in treatment for the condition(s) for which you received the medical leave throughout the duration of the leave. When ready to request reinstatement, you will need to complete: (1) the Request for Reinstatement form, (2) a letter to request reinstatement and explaining how you spent the time away preparing for your return to RWU, and (3) a written recommendation from the treating health care provider(s) supporting your reinstatement, including specific notation that you are ready to resume academic coursework and/or residential status (for those requesting on campus housing). Your health care provider will be contacted by a university health care provider before reinstatement is considered. It is strongly advised that the doctor recommending the student's return from the leave of absence be the same doctor who had been actively treating the student during the time of their leave. Documentation from the health care provider must be signed and on letterhead. RWU reserves the right to request a specific health care provider's opinion before considering a student's request for reinstatement. All documentation must be sent to the Office of Student Life. The request will then be reviewed and the student will be notified of the decision in writing. The University reserves the right to place restrictions on a student's reinstatement.

Students requesting reinstatement from medical leave will not be eligible to register for classes until they are approved for reinstatement. After reinstatement is approved, students are encouraged to reach out to their academic advisor or academic dean's office for assistance with registering for classes. Students who would like to live on-campus upon their return from medical leave must request housing by emailing the Department of Housing directly at rwuhousing@rwu.edu. They are encouraged to do so as early as possible, as housing is not guaranteed. Students do not need to wait for approval of their reinstatement to request housing. However, housing will not be assigned until a student is granted reinstatement and enrolls as a full-time student. Students in need of financial aid must contact the Financial Aid Office directly.

Office Use Only – Status of Request (please circle):

Student Request & Letter Received: Yes No Date: _____

Doctor's Documentation Received: Yes No Date: _____

Director of Counseling Center/Health Services Approved Denied Date: _____

Student Life Office Approved Denied Date: _____

Assistant Director for International Student Affairs Date: _____

*international students' immigration status must be posted in immigration before posted in University records.

Housing Office Official Check out/Key return Date: _____

Notes: