

Supplement to **Leave of Absence Form**. Please read carefully...

## **ACADEMIC AND NON-ACADEMIC LEAVES OF ABSENCE AND WESLEYAN NON-RESIDENT STUDY PROGRAMS**

### **I. APPLICATION FOR LEAVE OF ABSENCE**

Students wishing to take a leave of absence must file an Application for Leave of Absence at the Registrar's Office by **April 1** or **December 1** preceding the semester for which the leave is being requested. The categories of Leaves are as follows:

- Academic** Participation in full-time study (equivalent to at least 3.0 Wesleyan credits) at another institution. Credits earned while on leave must be processed two weeks prior to the semester in which a student returns for purposes of class and year classification.
- Non-academic** Intended for students not planning to obtain academic credit while away (or less than the equivalent of 2.0 Wesleyan credits). Based on credits earned, students will be reclassified to the appropriate class year at the end of the semester in which they file their leave.

**Note:** Individual academic departments determine the transferability and amount of credit for courses taken at other institutions. Faculty regulations stipulate that students must secure approval from the appropriate department **prior to** undertaking a program of study away from Wesleyan. To secure approval, a student should complete a **Permission to Transfer Credit Form** for each course. These forms are available in the Dean's Office or on line at: <http://www.wesleyan.edu/deans/forms.html>. If a student takes a course at another institution without first securing this approval, the student risks not receiving Wesleyan credit.

Students planning to participate in any Wesleyan-sponsored study abroad program, the Twelve College Exchange Program, the Washington Semester or any other program which may be considered a Wesleyan Non-Resident Study Program, should **not** submit an Application for Leave of Absence. Such students are not considered to be on leave, but on Wesleyan Non-Resident Study. They should, however, designate a Housing Agent.

**All study abroad during the fall and spring semesters must be approved in advance by the Office of International Studies. Students approved for study abroad will be considered to be enrolled at Wesleyan. They will not be required to apply for a leave of absence or for transfer credit. Students will be charged Wesleyan tuition, a program fee (if applicable) and will be eligible for financial aid.**

Students who apply for a Leave of Absence after the specified deadlines will be charged a **\$50 late processing fee**.

### **II. NOTIFICATION OF RETURN FROM LEAVE OF ABSENCE**

Those students expecting to return, from either an Academic or a Non-Academic leave of absence must notify the Registrar's Office of their intention. **This notification must be in writing and must be received no later than March 15 or November 1 prior to the semester of return.**

Students returning from a medical leave of absence must consult with a member of the Wesleyan health services staff before a decision can be made concerning an appropriate date of return.

Students who have taken a medical leave for mental health reasons must notify the Office of

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Behavioral Health for Students and provide supporting documentation by June 15 for a return in the fall, November 15 for a return in the spring. Students who do not return to Wesleyan by the termination date indicated on the Application for Leave of Absence will be listed as having voluntarily withdrawn from the University.

### **III. FINANCIAL AID**

**ANY STUDENT WHO RECEIVES FINANCIAL AID (including student loans) SHOULD CONTACT THE FINANCIAL AID OFFICE WHEN MAKING PLANS TO STUDY AWAY FROM WESLEYAN.** The student must obtain detailed information directly from the Financial Aid Office.

Students away from Wesleyan for any reason are required to reapply for financial aid for the next academic year by the **May 15<sup>th</sup> Deadline**. Financial Aid Applications for the following year are available at the Financial Aid Office at the end of December. Students not on campus are able to print an application from the Web after February 1 at <http://www.wesleyan.edu/finaid/>. Financial Aid Applications for the next academic year will be processed after the Financial Aid Office receives a formal notice of the student's return from the Office of the Registrar.

#### **A. ACADEMIC LEAVE**

Students are **not** eligible for Wesleyan financial aid funds during their leave of absence. Any determination of eligibility of resources must be made by the financial Aid office.

Students on academic leave who have taken out either Stafford Student Loans or Perkins Loans for prior periods of enrollment must apply through the holder of their outstanding loan(s) for a deferment. The lender must have official certification of enrollment at all times. Please note that some loans have six-month grace periods, and loan repayments may be necessary before the end of a one-semester leave of absence.

#### **B. NON-ACADEMIC LEAVE OR MEDICAL LEAVE**

Students on non-academic or medical leaves are not eligible for financial aid from any sources during the period of their leave. Because some loans have six-month grace periods, loan repayments may be necessary before the end of a one-semester leave of absence.

### **IV. HOUSING**

#### **A. STUDENTS ON LEAVE OR NON-RESIDENT STUDY**

##### **1. END OF SPRING TERM**

Students who expect to go on leave of absence, withdraw, participate in the Twelve College Exchange Program or one of Wesleyan's non-resident study programs, or graduate at the end of the spring term **may not** take part in the spring General Room Selection (GRS), and should **not** enter into a contract for University Housing. Students who do enter into a current contract for fall semester housing, but who subsequently decide not to return to Wesleyan in the fall, will incur a \$50 charge for cancellation of contract. Students who are contemplating a leave, but whose plans are not yet confirmed, should discuss their plans with their dean and may take part in General Room Selection (GRS).

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### 2. END OF FALL TERM

Students in university housing who intend to leave Wesleyan at the end of the fall term for any reason **MUST NOTIFY THE OFFICE OF RESIDENTIAL LIFE IN WRITING OF THEIR INTENTIONS ON OR BEFORE DECEMBER 1 OR THEY WILL INCUR A \$50 CONTRACT-CANCELLATION CHARGE.**

### 3. SPECIAL CIRCUMSTANCES

A student may find him/herself in a situation where a program's acceptance notification date comes **after** the deadline for notifying the Office of Residential Life or entering into a housing contract. If that is the case, the student will not be charged the \$50 fee for cancellation of contract provided he/she notifies the Office of Residential Life in writing before General Room Selection takes place.

If the date of the requested release from contract is, or is determined to be, involuntary (beyond the control of the student, e.g. a medical problem) the student will not be charged the \$50 fee.

### 4. APPOINTMENT OF HOUSING AGENT

It is recommended that a student going on leave appoint an on-campus housing agent to select housing in his/her absence, whether the student expects to return for the fall or for the spring semester. Contact the Office of Residential Life for details.

5. Students may be required to pay a housing deposit before participating in the housing General Room Selection process. Please contact the Office of Residential Life for details.

## **B. RETURNEES**

### 1. HOUSING CONTRACTS

**ALL WESLEYAN STUDENTS RETURNING TO CAMPUS ARE REMINDED OF THEIR OBLIGATION TO OBTAIN APPROVAL OF THEIR HOUSING PLANS (IF THEY HAVE NOT ALREADY SIGNED UNIVERSITY HOUSING CONTRACTS) FROM THE OFFICE OF RESIDENTIAL LIFE IN ADVANCE OF THEIR ARRIVAL ON CAMPUS.** This is the case whether the student is married or single, whether the student wishes to live in a fraternity, off campus, in Wesleyan rental, or university housing. Students wishing to live outside of university housing must receive written permission in advance from the Office of Residential Life. Petitions must be received by December 1 for the spring semester. Students who wish to return to Wesleyan, but who have **missed** the deadline date for informing the Registrar's Office (November 1 for spring semester; March 15 for fall semester) may return with the understanding that they have an obligation to live in university housing if it is available. If it is **not** available, such students will be responsible for their own housing. But in all instances they must have their housing plan approved directly by the Office of Residential Life. Students who have not arranged or received approval for their housing with the Office of Residential Life will not be allowed to register for the semester.

### 2. TUITION DEPOSIT

Students who have made a tuition deposit for the coming semester, but then decide to be away from Wesleyan for that semester, may have that deposit credited only to the subsequent semester.

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### **V. HEALTH SERVICES**

#### **A. HEALTH CENTER FACILITIES**

Students on leave are not entitled to the services of the Health Center or the Office of Behavioral Health for Students.

#### **B. HEALTH INSURANCE**

Students on approved leave may continue their Wesleyan sponsored health plan coverage if they have paid the premiums to the university sponsored health plan for this coverage while enrolled at the University. This coverage will continue automatically for a student who takes a second-semester leave, provided that the student was covered during the first semester. A student who plans to be on leave during the first semester should make special arrangements for coverage with the insurance agency, Gallagher Koster at 500 Victory Road, Quincy, MA 02171. (1-800-457-5599) or [wesleyanstudent@kosterins.com](mailto:wesleyanstudent@kosterins.com).

For more information on health coverage go to:

<http://www.wesleyan.edu/healthservices/geninfo/insurance.html>, and for more information and frequently asked questions about enrollment and benefits go to <https://www.kosterweb.com/>.

### **VI. TUITION AND HOUSING REFUNDS**

For information about refund policies go to the Student Accounts website at:

[http://www.wesleyan.edu/finance/financeDept/student/refundpolicy\\_toc.htm](http://www.wesleyan.edu/finance/financeDept/student/refundpolicy_toc.htm) or call (860) 685-2890.

Housing is pro-rated according to the number of days of occupancy. No housing refunds can be made for the last two weeks of the semester.

### **VII. EXTENSIONS OF LEAVES**

Although Leaves of Absence are ordinarily granted for a semester or for an academic year, students may apply to extend a leave by contacting their class dean and faculty advisor and submitting a new application form. Such extensions are limited to an additional academic year and should be requested prior to the expiration of the original leave. A student on a leave **for more than four consecutive semesters** is considered as having voluntarily withdrawn from Wesleyan. To re-enroll at Wesleyan, a student must file an application for readmission with the Dean's Office.

(Revised 4/2/08)