

**Roger Williams University**  
***Request for Medical Leave of Absence***

Student Name:  
(please print)

Student ID#:

Class Year:

Requesting Leave for:

Fall

Spring

Year:

- **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