



PERSONAL LEAVES OF ABSENCE

Students wishing to take a personal leave of absence from Brown should meet with an academic dean to discuss their plans for time away. The expectation is that students will be engaged in some meaningful activity while on leave. Once approved for a personal leave, students complete a Request for Leave of Absence form and notify the appropriate offices of their leave.

This document details the steps to take for personal leaves of absences. Students who have been suspended from Brown or who are on medical leave must complete additional steps when leaving Brown and when petitioning for readmission. Consult the Office of Student Life for procedures regarding medical leaves and suspensions for non-academic reasons. The Dean of the College Office handles petition for readmission from academic suspension.

CONSULT THESE OFFICES WHEN CONSIDERING A PERSONAL LEAVE

Curricular Resource Center, Stephen Robert Campus Center, Room 228, 401-863-3013

Learn why other Brown students have taken leaves, what they did while they were away, and what they gained from their experiences. Meet with a peer counselor to discuss how to make the best of your time away from Brown.

Office of the Dean of the College, University Hall, Second Floor, 401-863-9800

- Meet with an academic dean to discuss the conditions and process for taking a leave.
- Check your academic standing, your course credits, and your enrollment units.

Campus Counseling and Mental Health Centers

- If needed, make an appointment with one or both of the following offices:
 - Psychological Services, J. Walter Wilson, Fifth Floor, 401-863-3476
 - Mental Health Dean, Office of Student Life, 20 Benevolent Street, 401-863-2580

Office of Financial Aid, J. Walter Wilson, Second Floor, 401-863-2721

- If you are a financial aid recipient, inform the Office of Financial Aid about your situation and discuss the financial consequences of taking a leave on your current aid package.

Bursar's Office, Brown Office Building, Second Floor, 401-863-2484

- Contact this office to check for any outstanding balance on your student account.

International Student & Scholar Services, J. Walter Wilson, Suite 510, 401-863-2427

If you are studying at Brown on a visa, contact OISSS about visa and immigration policies related to leaves of study.

Tuition Refund Policy

http://www.brown.edu/Administration/Financial_Services/Bursar/Information/refund_policy.html

- If taking a leave after the start of a semester, check this website to see if you qualify for any refunds on tuition, health insurance fees, meal plan, and room changes.



LEAVETAKING CHECKLIST

COMPLETE THESE STEPS WHEN APPROVED FOR A PERSONAL LEAVE.

Dean of the College Office, University Hall, Second Floor, 401-863-9800

- Complete and submit a "Request for Leave of Absence" form.

Bursar's Office, Brown Office Building, Second Floor, 401-863-2484

- See the Bursar or go to <https://selfservice.brown.edu> for payment due date(s), to make payment arrangements, and to update your billing address.

Banner Web at <https://selfservice.brown.edu>

- Update your mailing address and/or your permanent address on-line.
- Forward your Brown email to an alternative email address.

Office of Financial Aid, J. Walter Wilson, Second Floor, 401-863-2721

- Determine if/how a leave will affect your financial aid.
- Get information about requirements and deadlines for applying for aid upon your return.

Office of Student Life, 20 Benevolent Street, 401-863-3145

- If living on campus, discuss your leave and set your date of departure from campus.

Loan Office, Brown Office Building, Second Floor, 401-863-3296

- If you have any federal or Brown loans, speak with a loan counselor to determine the effect of a leave on loans, including use of grace periods and rules for repayment.

Residential Life, Wayland Arch, 27 Brown Street, 401-863-3500

- Notify Residential Life of your room vacancy and return your room key.

Office of Insurance and Risk, 401-863-1703

- Students enrolled in Brown's Student Health Insurance Plan may be eligible to retain coverage if they meet certain requirements; contact this office for details.
- Most other health insurance policies provide coverage for students over the age of 18 if they are enrolled full-time in school. Discuss with parent(s) or guardian(s) how to obtain health insurance while on leave.

Office of International Student & Scholar Services, 510 J. Walter Wilson, 401-863-2427

- If you are studying at Brown on a visa, notify OISSS of the date of your leave.

Physical Education Department

- Return University athletic equipment, empty lockers, and return locker keys.

Library 401-863-2165

- Return any library materials and resolve overdue book fines.



RETURNING TO BROWN FROM A PERSONAL LEAVE

Students on personal leaves must request readmission to the College. If you have not been officially enrolled at Brown for any semester or portion of a semester, send written notification to a dean in the Office of the Dean of the College by the deadlines below. Requests received after these dates may be denied in light of enrollment limits.

- **If you wish to return for Semester I:** no later than April 1
- **If you wish to return for Semester II:** no later than October 15

ONCE YOU ARE READMITTED, NOTIFY THE OFFICES BELOW AS APPLICABLE.

Office of Financial Aid, J. Walter Wilson, Second Floor, Campus Box 1827, 401-863-2721

- ☐ Contact this office for application deadlines and application materials for financial aid consideration.

Office of Residential Life, Wayland House, Campus Box 1864, 401-863-3500

- ☐ Arrange for on-campus housing no later than February 1 if returning for Semester I, or December 1 if returning for Semester II.

Registrar's Office, J. Walter Wilson, Third Floor, Campus Box K, 401-863-2500

- ☐ **Transfer of course credit for work done elsewhere** – Have official transcripts sent to the Registrar's Office and have credit evaluated by appropriate faculty members as soon as possible after return to Brown. **If returning from a domestic study away**, consult with the academic dean who handles transfer credit. **If returning from international study away**, consult with the Office of International Programs

Bursar's Office, Brown Office Building, Second Floor, Campus Box 1839, 401-863-2484

- ☐ Resolve any unpaid balances to facilitate readmission. Readmitted undergraduates who were not enrolled at the end of the previous semester will be charged a \$70 readmission fee. Students returning from study abroad are not subject to the readmission fee.

Dean of the College, University Hall, Second Floor, 401-863-9800

- ☐ Arrange to meet with an academic dean to discuss course selection and academic plans.

International Student Services, 510 J. Walter Wilson, Campus Box 1906, 401-863-2427

- ☐ Students studying in the U.S. on a visa must contact this office.

Dining Services, Campus Box 1936, 401-863-3343

- ☐ Contact Dining Services to enroll in a meal plan.

Office of Insurance and Risk, Campus Box 1848, 401-863-9481

Contact this office for Brown health insurance or to determine if you are eligible to waive Brown's Student Health Insurance. Terms of Brown's health plan are online at www.universityhealthplans.com.