CHECKLIST FOR RETURNING TO BROWN FROM A LEAVE

WHAT YOU NEED TO DO TO BE CONSIDERED FOR READMISSION and RETURN to STUDIES

Dean of the College, Campus Box 1828, Brown University, Providence, RI 02912
☐ For Return from Personal or Employment Leaves -- Seek readmission by sending written notification to a dean at the Office of the Dean of the College by the following deadlines, a requirement for any student who is not officially enrolled in the University for any semester or portion of a semester. Requests received after these dates may be denied in light of enrollment limits.
  ▪ If returning for Semester I: no later than April 1
  ▪ If returning for Semester II: no later than October 1

Office of Student Life, Campus Box P, Providence, RI 02912, 401-863-3145
☐ For Medical Leaves – Obtain permission from the Office of Student Life, which will coordinate with University Health Services and/or Counseling and Psychological Services as necessary.

Committee on Academic Standing, Campus Box 1828, Providence, RI 02912
☐ For Academic Suspensions – Work with the Deputy Dean of the College to petition formally to the Committee on Academic Standing.

ONCE READMITTED, NOTIFY THESE OFFICES AS APPLICABLE ASAP

Office of Financial Aid, J Walter Wilson, Campus Box 1827, 401-863-2721
☐ Contact the Office of Financial Aid as soon as possible to request complete application materials and obtain application deadlines for financial aid consideration.

Office of Residential Life, Wayland House, Campus Box 1864, 401-863-3500
☐ Arrange for housing as soon as possible, but no later than February 1 if returning for Semester I, or December 1 if returning for Semester II.

Registrar's Office, J. Walter Wilson, Campus Box K, 401-863-2500
☐ Transfer of course credit for work done elsewhere - Obtain retroactive evaluation forms, have credit evaluated by appropriate faculty members as soon as possible after return to Brown, and send an official transcript to the Registrar to verify work completed.
- If returning from a domestic study away: Consult with a transfer studies dean at the Office of the Dean of the College
- If returning from an international study abroad: 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.

Office of International Student & Scholar Services, J Walter Wilson, Campus Box 1906, 401-863-2427
- Contact this office for a student visa if you are a readmitted international student for a student visa.

Dining Services, Campus Box 1936, 401-863-3343
- Contact Dining Services as soon as possible to enroll in a meal plan.

Office of Insurance and Risk, Campus Box 1848, 401-863-9481
- Contact the Office of Insurance and Risk to determine if you are eligible to waive Brown’s Student Health Insurance Plan online at www.universityhealthplans.com.

Further Information for Students Returning from Leaves or Academic Suspension

By December 14 for spring): Re-enroll in a Meal Plan through Dining Services

When students are on leave, their meal plans are automatically canceled. It is your responsibility to contact Dining Services by phone (401-863-3343) or email (Lisa_Sargent@brown.edu) by December 14 (for spring) if you wish to re-enroll in a meal plan when you return to campus. It is recommended that you contact Dining Services as soon as possible, to ensure that you have a meal plan option in the spring. More information about meal plans can be found on the Brown Dining Services website.

Please note that if you re-enroll in a meal plan by December 14, your bill (due January 1st) will be updated to reflect the full cost of attendance for spring semester. If you contact Dining Services to enroll in a meal plan after December 14, the charge for your meal plan will appear on a subsequent bill. You can contact the Office of the Bursar (bursar@brown.edu) for more information about how your January and subsequent bills will appear after your dining charges are applied.
By December 15: Submit your "Housing Preference Form" to the Office of Residential Life

If you are returning to Brown in the spring, the Office of Residential Life will contact you in late November regarding the online Housing Preference Form, which is due on December 15. If you do not hear from Residential Life by the end of November, you should contact them directly (Res_Life@brown.edu or 401-863-3500). Room assignments for students returning from abroad are sent to your Brown University email address in mid-January. You can find additional, relevant information on the Office of Residential Life and OIP websites, as well as on the Information for Students Returning from Study Abroad or Leave of Absence form.

By January 15: Check Financial Aid Website for 2018-19 Aid Application Materials

Students who are on leave are not exempt from complying with application deadlines and requirements to determine eligibility for financial aid. Application materials will be available on the Office of Financial Aid's website in early January for the following academic year. For the 2018-2019 academic year, the renewal application deadline is May 4, 2018. While you are away, it is important to pay close attention to any communication coming from the Office of Financial Aid, the Loan Office, or the Bursar.