

MEDICAL LEAVE OF ABSENCE FOR MENTAL HEALTH REASONS

What you need to do to apply for a medical leave of absence for the current semester

Your application for a medical leave must be supported by documentation from a licensed mental health treatment provider. Your treatment provider should submit a letter to the Director of University Counseling Services who will make a recommendation to the appropriate Academic Dean. Supporting documentation should include diagnosis, statement about how the condition has impaired performance, and the proposed treatment plan.

When you can apply for readmission

You are expected to be on leave for at least one full semester before applying for readmission. This is to ensure the opportunity for adequate treatment.

What you need to do to apply for readmission

No later than four weeks before the start of the semester, you must submit to the appropriate Academic Deans' office an application for readmission, making sure that all of the conditions have been met that were noted on the Leave of Absence form when the leave was granted.

In addition, you will need to have your licensed mental health provider submit to the Director of Boston College Counseling Services the form entitled "Readmission to Boston College from Medical Leave of Absence." This form can be obtained from the appropriate Academic Dean's office, from Counseling Services, or from the Boston College website.

The Director of Counseling Services will collect documentation supporting the application for readmission. The Director may seek additional information and require an interview with the student. The Director of University Counseling Services will make a recommendation to the appropriate Academic Dean.

What happens to the tuition paid for the semester the leave of absence is taken

- You may be eligible to receive a tuition credit for a medical leave of absence if you meet the conditions specified here. The tuition credit is applied when you are readmitted as a full-time student to Boston College.
- Your bill for the semester in which you are taking the leave must be paid in full in order for you to be eligible for a tuition credit, and the tuition credit will be factored into any financial aid received.
- You are eligible to receive a tuition credit only *once* during your tenure at Boston College.
- You must use a tuition credit within 2 years of the semester in which you took the leave. After that two-year period, the tuition credit is void. In NO case will money be refunded in lieu of the tuition credit.
- You will not receive a tuition credit from Boston College if the tuition loss is covered by your insurance.

My signature below indicates that I have read, understand, and agree to the conditions associated with taking a leave of absence and applying for readmission.

Name: _____ Date: _____

Signature: _____

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Requesting Medical Leave of Absence for Mental Health Reasons

If you are unable to complete coursework or other course of study for a semester due to mental health reasons, you may request a medical leave of absence for mental health reasons. The request must be supported by documentation from a licensed mental health provider. If your licensed mental health provider is off campus, you need to authorize that provider to talk with a staff member of University Counseling Services. University Counseling Services will review this documentation in confidence and make a recommendation to the student's appropriate Academic Dean; the Academic Dean has final say in approving the leave.

Readmission to University following Medical Leave of Absence for Mental Health Reasons

The appropriate Academic Dean in consultation with University Counseling determines the conditions you must meet in order to resume your course of study at the University. These conditions are noted below.

- Length of time on leave from University: From _____ To _____
- Permission/documentations needed to apply for readmission to the University
 - Documentation from mental health care provider (on form titled "Readmission to Boston College from Medical Leave of Absence for Mental Health Reasons")
 - Student consent for mental health care provider to discuss condition with University clinicians
 - Student consent for independent evaluation of condition by University clinicians
- Use of Professional Services on return to University
- Other: _____

Tuition considerations

You may be eligible to receive a tuition credit for a medical leave of absence if you meet the conditions specified in this form. The tuition credit is applied when you are readmitted as a student to Boston College. Your bill for the semester in which you are taking the leave must be paid in full in order to be eligible for a tuition credit. You are eligible to receive a tuition credit only *once* during your tenure at Boston College. You must use a tuition credit within **2 years** of the semester in which you took the leave. After that two-year period, the tuition credit is void. In **NO** case will money *be refunded in lieu of the tuition credit*. You will not receive a tuition credit from Boston College if the tuition loss is covered by your insurance. The tuition credit will be factored into any financial aid received.