

University Service Center

Things to Know about Leaves of Absence or Withdrawals

On-Campus Housing

- Students are required to move out of their housing assignment within 48 hours of taking a leave or withdrawing from the current semester. Be sure to return your keys to staff in your building's Residence Life office and complete a Room Condition Report with your RA. Students taking a leave or withdrawing for a future semester should move out and return their keys at the end of the current semester.
- Students taking a leave of absence may return to housing on a space-available basis. Contact BU Housing to coordinate your deposit/room request as far in advance of your return as possible.
- Students may request a partial refund of their Housing Guarantee Payment if their request for a refund is made prior to July. Visit the BU Housing website for exact dates.

Financial Impact of Taking a Leave

- If you are taking a leave or withdrawing on or after the first day of class, tuition charges will be adjusted based on the published tuition refund schedule.
- Housing and dining charges will be adjusted based on the BU Housing refund schedule, available on their website.
- Unused Convenience Points will be credited back to your student account.
- Financial aid will be adjusted according to federal and institutional regulations based on the amount of time a student has been enrolled for that semester.
- After all charges and aid adjustments are made, if you have a credit balance on your account, you may request its release via the Student Link. Students planning to return to BU after a leave may opt to leave the credit balance in place to offset future charges.

Financial Aid

- Students who wish to be considered for financial aid upon their return from a leave must submit a full aid application for the coming school year by the deadline. Check the Financial Assistance website for that, and other, important dates. A full application consists of the CSS Profile, the FAFSA, and parent and student federal tax forms. Financial Assistance will contact applicants electronically if additional information is needed. Students can also review missing financial aid documents and requirements on the Student Link.
- Financial aid is generally awarded during the summer for both Fall and Spring; if your first semester in an academic year will be the Spring, contact Financial Assistance in the Fall about being awarded for the upcoming Spring semester.
- Students receiving BU need-based grant, merit scholarships, or federal aid are required to complete two full semesters of coursework in an academic year. Students who have taken a leave and have not completed two semesters should appeal for financial assistance in May for the year of their return to regain eligibility for funding.

Loans

Depending on the length of your break from your studies, there may be implications for your student loans.

- Lenders generally require completion of exit "counseling." The exit counseling paperwork will explain the terms and conditions of your loans and repayment. If you have Perkins, Mass No-Interest Loans, or Direct Stafford Loans, contact Financial Assistance to complete your exit paperwork.
- Student loans typically have a six-month grace period that begins on the date you last attended class. Follow up with your lender to confirm your projected repayment date.
- Repayment begins at the end of the grace period. You should provide your lenders with your current contact information. Be sure to stay current on any loan payments due during a leave of absence.
- If you return to school at 6 credits or more, you will need to obtain deferment forms from your lenders in order to postpone repayment. The registrar's office, either at BU or another college if you've transferred, will complete this form, which you will then return to the lender.

Academic Issues

- Students planning to complete coursework at another institution while on leave should be certain that they are registered at the other institution as a non-degree student. Speak with your academic advisor in advance to ensure the outside courses will transfer back to BU.
- Students taking a leave or withdrawing should be aware of the last day to drop courses without a W grade. These and other important dates are available on the website of the Office of the University Registrar.
- A leave of absence or withdrawal will be recorded on your transcript.
- If you plan to graduate soon after your return from a leave, please consult with your academic advisor to ensure that the appropriate paperwork is complete, your graduation date is correctly updated, and you are on track to graduate.

Miscellaneous

- Transcripts can be requested for a small fee, online via the Student Link or the website of the Office of the University Registrar, or in person.
- Swipe-card access to University facilities will be cancelled within 48 hours of your leave or withdrawal. Please be aware that this will affect access to areas on campus such as FitRec, Student Health Services, libraries, dining halls, and residences. Students will regain access upon return from a leave.
- Students taking a leave of absence will retain full use of their web and email accounts. Students withdrawing from the University will be emailed two weeks in advance of their account termination.
- If you are planning to participate in an external study abroad program, please contact International Programs in advance of your leave. An advisor will ensure that your program qualifies for transfer credit and assist you in completing all necessary paperwork. If you receive federal financial aid you may be able to complete a consortium agreement to utilize those funds during your external program. Contact BU Financial Assistance to see if you are eligible.

Returning from a Leave Checklist

- Prior to your return, contact your academic advisor or college advising office to obtain your registration code so that you may register for classes via the Student Link.
- Once you have registered, a bill will be generated and available online via the Student Link. Please be sure to settle your account by the payment deadline.
- When returning from a leave, make sure you have completed a full financial aid application by the appropriate deadline. You may need to appeal to be eligible for financial assistance. Contact Financial Assistance at least two months before your return to establish what you will need to provide for an appeal.
- If you plan to return to on-campus housing, contact BU Housing once you are certain of your return date to inquire about availability.
- If your leave of absence is for medical reasons, you should be prepared to provide the required information to Student Health Services. Instructions can be found on the Forms page of the Student Health Services website.
- International students must contact their ISSO advisor before taking a leave or withdrawing. Two to three months prior to your return, you should begin working with your advisor to request a new I-20 form. Your advisor will counsel you on any requirements that must be completed before your return.

Contact Information

- **Behavioral Medicine:** www.bu.edu/shs/behavioral; 617-353-3569
- **BU Housing:** www.bu.edu/housing; 617-353-3511
- **Financial Assistance:** www.bu.edu/finaid; 617-353-2965
- **International Programs (Study Abroad):** www.bu.edu/ip; 617-353-9888
- **International Students & Scholars Office:** www.bu.edu/isso; 617-353-3565
- **Office of the University Registrar:** www.bu.edu/reg; 617-353-3612
- **Residence Life:** www.bu.edu/reslife; 617-353-4380
- **Student Accounting Services:** www.bu.edu/studentaccountingservices; 617-353-2264
- **Student Health Services:** www.bu.edu/shs; 617-353-3575
- **University Service Center:** www.bu.edu/usc; 617-358-1818

We hope that this information is helpful

If you have additional questions or concerns, please do not hesitate to call us at 617-358-1818.