Leave of Absence for External/Non-BU Study Abroad Information Session

Presented by the University Service Center
November and December 2016 for Spring 2017 Leaves of Absence
Where are you going?
What we’ll cover...

- Everything you need to know about leaves of absence to pursue non-BU study abroad
- Options & implications
- Process steps to arrange a leave of absence
- Returning steps
Arranging a leave of absence means...

- You will be dropped from Spring 2017 classes if you’ve registered
- Your transcript will be updated with a “Leave of Absence” status
- Spring tuition and fees will be cancelled in accordance with the Tuition Refund Schedule [http://www.bu.edu/req/calendars/refund/](http://www.bu.edu/req/calendars/refund/)
- Financial aid is cancelled (unless you have a consortium agreement)
  - Complete Loan Exit Counseling
  - Loan grace period/repayment, in-school deferment
- BU email and Student Link accounts remain active
Moving out of on-campus housing

- Students will need to move their things out of their dorm room when they go home for winter break
  - Fill out an online Room Condition Report
  - Return your key to the Residence Life Office and get a key receipt
  - Spring Housing charges are cancelled when the process is complete
  - BUID and swipe card access will be deactivated as of the end of the semester, and reactivated upon return
  - Convenience point balances above $5 are refunded to your student account
- Forwarding campus mail
While on leave

- Make sure your balance is paid
  - Study Abroad program fee
  - Any left over convenience points charges, or other fees

- Graduating/not returning to BU?
  - Make sure transcripts will be sent to Study Abroad Office
  - Verification of credit must be received before issuance of diploma
  - Extending your leave if necessary
Timeline for arranging leaves

- Pros and cons of processing leave now
- Registered for Spring?
- Spring housing charges?
- Approvals and signatures?
- Consortium agreement?
Returning to BU

- Registering for classes, obtaining your advising code
- Compliance steps
- Financial aid application
- Bill due date
- On-campus Housing
- Visa renewal
- Return arrangements reminder emails sent from USC
  
  [http://www.bu.edu/usc/leaveandwithdrawal/returning/planning-your-return-fall/](http://www.bu.edu/usc/leaveandwithdrawal/returning/planning-your-return-fall/)
Final Points

Next steps

- Remember, Pros and Cons of processing now
- USC emailing leave of absence forms
- Return forms to the USC by 12/20
- After 12/20 leave of absence implications and process may be different; must have in-person or phone appointment
- You can always call, email or visit USC with questions
- December is busy; plan in advance
What is the University Service Center?

- The Place to Go When You Don’t Know Where to Start
  - Students always have a place to go with questions and concerns and are ensured direct access to experienced, highly trained professional staff who are committed to helping students succeed at Boston University.
  - The USC can assist students with a leave of absence and returning to the University.