

## Request to Return after a Leave of Absence for Medical Reasons

University Policy requires that a student “**seeking to re-enroll after a medical leave must demonstrate to the University that the student’s health permits the successful completion of studies.**” The best timeframe to submit all materials to demonstrate your good health will vary based on the desired semester of re-enrollment. Please note that the process of Medical Review can take up to 4 weeks and must be completed before registration may occur. The University’s Medical Review Committee reviews completed requests for re-enrollment once monthly. Deadlines to submit all required paperwork are the 1<sup>st</sup> of each month. Decisions will come from the Dean of Students, by email to the student, at the end of the month they were reviewed in.

To begin the return from leave or Medical Review process, students must contact the Care Coordinator at Student Health Services to notify the University of their intent to begin the Review process. Call 617-353-3569 or send a message in Patient Connect to SHS-help.

Outlined below is the information students must provide to initiate the re-enrollment process.

1. **Please complete the following forms which can be found on [www.bu.edu/shs](http://www.bu.edu/shs) or [www.bu.edu/usc](http://www.bu.edu/usc)**
  - a. **General Authorization to Disclose Protected Health Information**
    - i. Complete top portion of the form with student’s information.
    - ii. Write your provider’s (doctor, clinician, therapist) name and number in the area under the next section where it asks for Provider information. If you have more than one provider, please write the name of each one.
    - iii. Check the box next to Purpose that says “Medical Review process.”
    - iv. Check the box “Summary of Treatment” next to Health Information requested.
  - b. **Student Report**
    - i. Student must complete this form in detail, describing their time on leave and what form of treatment they received.
  - c. **Community Provider Report**
    - i. Please download the Community Provider Report and give the form to each community provider with whom you were in treatment while on leave. Request that they complete the form. Provider can either fax the form, email it or return it to the student who will then upload to Student Health Services.
2. **All forms must be returned to Student Health Services.**
  - a. Students should upload their completed forms by attaching them to a message to SHS-help in Patient Connect which can be found on our website. Forms can also be sent via email to [SHSecure@bu.edu](mailto:SHSecure@bu.edu) or be faxed to 617-353-1228.

Contact person at BU Student Health is:

Mitzi Kane, Care Coordinator  
881 Commonwealth Ave, West  
Boston, MA 02215  
**617-353-3569 or 617-353-3575**

3. **Students must contact Student Health Services after they have submitted all their forms to assure that all the required paperwork has been received and is complete.**