



Temporary Leave: Medical

1. Student Information

Name (Last, First, MI)

Longwood ID (L#)

Email (non-Longwood)

Date

2. Temporary Leave Information

Leave Term

Leave Year

Check the box below if you receive **Veteran's benefits**

Expected Semester of Return

Check the box below if you receive **Financial Aid**

Temporary Leave Medical Documentation

Name of Doctor Providing Treatment

Supporting Documentation: A letter from your doctor must accompany this request in order for your leave to be approved.

Tuition Appeal Information: Students who withdraw may be eligible for a tuition appeal depending on the withdrawal date, last day of class attendance, financial aid and funding sources. In addition, those who are approved for a Temporary Medical Leave may pursue one of the following: (1) Medical Tuition Appeal through the Office of the Dean of Students or (2) Traditional Tuition Appeal through the Office of Student Accounts. The Office of the Dean of Students will explain these options and send eligible students the link to begin the Medical Tuition Appeal process once they have received all documentation including the doctor's note. The form to begin the Traditional Appeal process is available at www.longwood.edu/studentaccounts/tuitionfee-appeals/. If you have further questions please contact the Office of the Dean of Students.

3. Student Approval

I understand a temporary leave indicates that I intend to return after, at most, one semester and will retain electronic access through my expected return. Failure to return by the expected date will result in a withdrawal from the university.

Student's Signature (Electronic Signatures Not Accepted)

Date

Temporary Leave can have financial repercussions involving the offices below. It is strongly advised that you contact these offices before finalizing the leave process as you are responsible for any penalty incurred as the result of your leave. **Please initial in the box below to show that you have reviewed this information.**

Financial Aid

1-800-281-4677

finaid@longwood.edu

Residential & Commuter Life

434-395-2080

housing@longwood.edu

Student Accounts

1-800-281-4677

studentaccountsoffice@longwood.edu

Initials required

4. Submission

Longwood University

Office of the Dean of Students

201 High St.

Farmville, VA 23909

Phone: 434-395-2492

Fax: 434-395-2704

careteam@longwood.edu

Registrar's Office Use Only

Processed by

Date

Non-LU Email Updated