



## Procedure for Students Withdrawing or Requesting Leave of Absence Status

### A. If you are terminating your studies at the end of the semester:

1. Consult with an adviser in the College Center for Advising Services (312 Lattimore Hall) and complete a Leave of Absence (LOA) form. A \$80 fee will be billed to your account for each semester of LOA. For students who wish to maintain their Campus Mail Center (CMC) box while they are away, an additional \$32 fee will be required each semester, which will bring the total fee payment to \$112. Payments can be made most easily through UR ePay. [https://www.rochester.edu/adminfinance/bursar/epay\\_students.htm](https://www.rochester.edu/adminfinance/bursar/epay_students.htm).
2. If you have a loan from any fund directly administered or authorized by the University (Federal Perkins, Federal Nursing, Loeser, Broxholm, McGuire, Tiernan, O'Conner) or a Federal Direct Loan, federal law requires that you complete an exit counseling session online through the Financial Aid Office (Wallis Hall, 585-275-3226). To complete the exit session, log into your FAOnline account at <https://faonline.rochester.edu> and click on the Required Documents tab. Any required exit counseling session will be listed as Not Received. Click on the document name and you will be re-directed to the appropriate website to complete your exit session. We highly recommend that students meet with their financial aid counselor before leaving the University to discuss their future plans including repayment of their loans and options for applying for aid if they return to the University. Please be aware that if you have a Federal Direct or Federal Perkins Loan, your lender will be notified of your last date of attendance and your grace period will begin. If you have a Dean's Emergency Loan, see the Office of the Dean of Students (500 Wilson Commons, 585-275-4085).
3. Contact the Bursar's Office (330 Meliora Hall, 585-275-4266) to change your billing address, if necessary. Once the Leave of Absence (LOA) form has been processed by all the appropriate departments, the Bursar's Office will automatically refund any resulting credit balance or will send an adjusted statement for the remaining balance due. Past due balances on student accounts will result in a hold on transcripts and future registration.
4. If you live on campus, please notify your residential Area Office (listing below) of your plans for departure. The Area Office will instruct you on the proper procedure for checking out of your room. You will be required to remove all your belongings and return the room to its original condition and return your room key to the Area Office. Housing refunds will pro-rated by the day. The official refund date is determined by the date that the room checkout is confirmed, and the key is returned. The following is a list of the Area Offices and their contact information:

First Year Quad (Hoeing, Tiernan, Gilbert)	100 Gilbert Hall	585-275-5685
First Year Hill (Susan B. Anthony Genesee)	104 Morgan Wing	585-275-8764
Fraternity Quad (All houses)	100 Gilbert Hall	585-275-5685
Hill Court (Phase) Southside (deKiewiet, Valentine)	112 Gale House	585-273-5853
Jackson Court (Anderson, Wilder, O'Brien)	114 O'Brien Hall	585-276-4682
Bridge Area (Riverview, Brooks Crossing, Crosby Burton, Lovejoy)	114B Sig Ep House	585-276-6839

For questions regarding housing eligibility, refunds, and the procedures should you wish to return to campus housing in the future, please contact the main Residential Life office at 585-275-3166.

5. Please change your address at the Campus Mail Center (Todd Union, 585-275-3991) so your mail can be forwarded. Please note that there is a \$32 fee to keep your Post Office Box while on LOA. If you are withdrawing from the University, please turn in your mailbox key to the Post Office.

6. If you are a financial aid recipient going on LOA, documents for Financial Aid are due by **May 1** for the upcoming academic year. Returning undergraduates who do not submit their financial aid application with all supporting documentation by May 1 can not be guaranteed full consideration for need-based assistance and may have their aid reduced due to limited funding. You are responsible for contacting the Financial Aid Office to request your application materials, which are available at the start of every spring semester.

**B. If you are terminating your studies during the semester ALL STEPS NOTED ABOVE SHOULD BE FOLLOWED ALONG WITH:**

1. Students are expected to turn in room keys and complete all checkout procedures within 72 hours following the *effective date* of the Leave of Absence (LOA). Student's requiring additional time to vacate need to contact the Office for Residential Life & Housing Services (020 Gates Wing, Susan B. Anthony Hall, 585-275-3166) to request an extension. Room charges will be assessed for each additional day of occupancy beyond the effective date.
2. Students who leave school during the semester for medical reasons are expected to seek treatment while they are away. While there is no specific timeline that students must meet prior to returning, it is expected that students allow for sufficient time to address the difficulties that led to their departure. Often, this period of time will be six to nine months, or longer, depending upon the medical issues that were present. Students who leave for medical reasons are expected to consult with UHS/UCC to discuss their request to return. Every case must be evaluated individually. Students must complete a Medical Information Request form in order to allow UHS/UCC to provide CCAS with a recommendation for leave and subsequently a clearance for returning.
3. Dining Services (114A Susan B. Anthony Hall, 585-275-8756) will refund any unused UR declining balance through the Bursar's Office. Meal plan costs are also credited through the Bursar and are subject to proration based on the effective date of your status change. UROS account balances will remain in your account during the time you on LOA. Upon withdrawing from the University, any unused balance of \$20 or more will be refunded via the Bursar. Your student ID/meal card will be invalidated automatically. If you are withdrawing, please turn in your student ID card to the ID Card Office in Susan B. Anthony Hall.
4. If you receive financial aid of any kind, your aid will need to be adjusted. Before applying to withdraw during a semester, it is important to fully understand the financial implications. The Financial Aid Office and the Bursar's Office can advise you in these matters. We strongly recommend that you meet with a financial aid counselor, and with the Bursar's Office. The calculation to determine adjusted aid amounts must follow certain federal guidelines that are detailed below.
5. If you are insured on the UR-sponsored health insurance plan, coverage terminates the last day of the final plan month in the term in which you cease full-time status: Fall term, December 31; spring term, July 31. Please contact [insurance@uhs.rochester.edu](mailto:insurance@uhs.rochester.edu) if you have questions about coverage, want to consider eligibility for a time-limited continuation plan, or discuss the implications of LOA on your coverage. Be sure to plan for a transition to another source of health insurance coverage. Refunds of the mandatory health fee need approval from a UHS Official.
6. If you are a student employee, you may no longer be paid on the student payroll upon declaring leave of absence or withdrawing from the University. Please discuss this with your supervisor.

See the Leave of Absence section of the Adviser's Handbook for additional information  
<http://www.rochester.edu/College/CCAS/AdviserHandbook/leave-of-absence.html>.

**University Of Rochester**  
**Tuition and Fees**  
**Refund Policy**

Your official withdrawal or inactive date is determined when you formally change your status with your college's Dean's Office. It is this official "Change of Status" form that alerts the Registrar, Bursar, Financial Aid Office, and other appropriate offices to adjust your account.

**REFUND OF TUITION CHARGES**

Refund policy can be found at <http://www.rochester.edu/registrar/policies.html#refunds> Please refer to this website for the current information regarding the University Refund Policy and procedures.

Students who are also UR employees using tuition benefits should check the policy at [www.rochester.edu/working/benefits/tuition.html](http://www.rochester.edu/working/benefits/tuition.html).

**ADJUSTMENTS TO FINANCIAL AID**

The Bursar's Office and the Financial Aid Office will work together after receiving your official Change of Status notice from the Dean's Office to determine the adjustments to your financial aid. Every attempt will be made to complete a refund calculation within 45 days of your Change of Status.

Federal regulations determine how the Financial Aid Office calculates the adjustments to your federal financial aid to reflect your reduced tuition and fees. These regulations do not permit a proration of your aid in the same manner that your charges are assessed. Institutional merit and grant adjustments are based on the percentage of the tuition charges that remain on your account once notification of your status change is received and processed by the Bursar. The regulations concerning a return of funds from state aid and from outside scholarship organizations are distinct and separate from the standards used for federal and institutional return of funds calculations.

If you are considering withdrawing or taking a leave of absence, you should consult with your financial aid counselor to understand how your financial aid will be affected.

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