



## 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 Medical Provider Providing Treatment

**Supporting Documentation:** A letter from your medical provider 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. Those who are approved for a Temporary Medical Leave may pursue a Tuition Appeal through the Office of Cashiering & Student Accounts. The Dean of Students, or designee, will explain this process and send eligible students the link to begin the Tuition Appeal process once they have received all documentation including the medical documentation. The form to begin the Tuition Appeal process is available at [www.longwood.edu/studentaccounts/tuitionfee-appeals/](http://www.longwood.edu/studentaccounts/tuitionfee-appeals/). If you have further questions please contact 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](mailto:careteam@longwood.edu)

#### Registrar's Office Use Only

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Date

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