**Personal Leave Information Checklist**

Please review the following information before you take a personal leave of absence in the upcoming academic semester. This checklist was designed to help students understand the personal leave process and which offices you should consult as you prepare to return from your personal leave.

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| **Checklist** | **Office** | **Contact Information** |
|  | Schedule a meeting with your **advising dean** to discuss your decision plans for taking a personal leave at the end of the academic semester. The Undergraduate Dean’s Office is the first point of contact to begin the leave of absence process. | Email your individual dean or contact the Dean’s Office  610-526-5375  [deansoffice@brynmawr.edu](mailto:deansoffice@brynmawr.edu) |
|  | All international students on F-1 or J-1 visas should schedule a meeting with the **Assistant Dean of International Student and Scholar Advising** to discuss the immigration impact of your leave. | [plausch@brynmawr.edu](mailto:plausch@brynmawr.edu)  610-526-7390 |
|  | Students who have declared a major should consult with your **major advisor** to discuss how the leave of absence may impact your major progress toward completing your major. | See the major advisor list for the current academic year [here](https://www.brynmawr.edu/inside/academic-information/provost/about-our-faculty/major-advisors). |
|  | Contact **Student Accounts** with any questions regarding any billing concerns and to create a plan for any unpaid tuition bills and/or fees. | [studentaccounts@brynmawr.edu](mailto:studentaccounts@brynmawr.edu)  610-526-5500 |
|  | Contact your **Financial Aid counselor** with any questions regarding any concerns about the impact taking a leave would have on your financial aid package. | See the financial aid counselor list [here](https://www.brynmawr.edu/inside/offices-services/financial-aid/meet-team). |
|  | All students living on campus need to contact **Residential Life** to discuss your plans for vacating your dorm room. Students are not allowed to live on campus while on leaves of absence. | 610-526-7331  [reslife@brynmawr.edu](mailto:reslife@brynmawr.edu) |
|  | If you are employed at the College, you must stop work on the date you confirm your leave of absence. You should contact your **supervisor** to let them know about your leave. |  |
|  | If you have **applied to and been accepted to a program or internship** in the current semester or in the upcoming semester (e.g.: study abroad program, 360 program), you will not be eligible to participate in these programs while on your leave. Work with your dean to create a plan to notify these programs prior to taking your leave. |  |
|  | Student athletes should work with your dean to create a plan to notify your **coaches** that you are going on a leave. |  |

**This is not an exhaustive list.** Your dean may recommend that you connect with other offices prior to or shortly after taking your leave of absence.