**Return from a Leave of Absence Information Checklist**

Please review the following information when you are ready to return from your leave of absence. This checklist was designed to help students connect with the appropriate offices at Bryn Mawr as part of your preparation to return from your leave of absence. It is recommended that students begin reviewing this checklist in **January if they plan to apply by May 1** for a fall semester return or in **September if they plan to apply by November 1** for a spring semester return.

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| **Checklist** | **Office** | **Contact Information** |
|  | Students are encouraged to schedule a meeting with an [**Academic Coach**](https://calendly.com/academic-coaching-for-re-enrolling-students) from the Office of Academic Support before you reapply with questions/concerns about the application and completing any expectations provided by the College prior to taking a leave. |  |
|  | Students who have declared a major should schedule a meeting with your **major advisor** to discuss your progress towards completing your major. |  |
|  | All international students on F-1 or J-1 visas should schedule a meeting with the **Assistant Dean of International Student and Scholar Advising** for instructions on how to re-enter the U.S. | [plausch@brynmawr.edu](mailto:plausch@brynmawr.edu)  610-526-7390 |
|  | Contact **Student Accounts** with any questions about your tuition. | [studentaccounts@brynmawr.edu](mailto:studentaccounts@brynmawr.edu)  610-526-5500 |
|  | Contact your **Financial Aid counselor** with any questions about your financial aid. | See the financial aid counselor list [here](https://www.brynmawr.edu/inside/offices-services/financial-aid/meet-team). |
|  | If you are eligible for and are requesting to resume receiving accommodations of any sort, contact **Access Services**. | Email: [accessservices@brynmawr.edu](mailto:accessservices@brynmawr.edu) |
|  | If you hope to receive transfer credit for courses you took while away, fill out the [**Transfer Credit Approval Application form**](https://brynmawr.wufoo.com/forms/mbowzdr179mswa/) and submit a copy of your official transcripts to the Registrar’s office. |  |
|  | If you were on a medical or psychological leave of absence, have your healthcare provider(s) complete the **Healthcare Assessment Form** and discuss your care plan with the Director of Medical Services and/or the Director of Counseling Services. | Medical Leaves: [bkotarski@brynmawr.edu](mailto:bkotarski@brynmawr.edu)  Psychological Leaves:  [lmacnamara@brynmawr.edu](mailto:lmacnamara@brynmawr.edu) |
|  | Complete the [**Return from Leave Interest Form**](https://brynmawr.wufoo.com/forms/return-from-leave-interest-form-r26yv4s15z2b6f/)to let us know that you're interested in returning from your leave of absence by **September 1** for a spring semester return or by **January 15** for a fall semester return to be notified of upcoming programming and supports for re-enrolling students. |  |
| **REQUIRED** | Submit the [**Re-Enrollment Application**](https://brynmawr.wufoo.com/forms/reenrollment-application)by **November 1** (for a spring semester return) or **May 1** (for a fall semester return). |  |

**This is not an exhaustive list.** The Academic Coach may recommend that you connect with other offices as part of your re-enrollment application process.