

# Leave of Absence

## Things to Consider:

What should I do if I'm considering taking a leave of absence?

- ✓ Speak to Advisory Dean or your Program Director
- ✓ Complete Status Change Form (Medical Students)
- ✓ Speak to Financial Aid Office
- ✓ If you have health insurance through Duke, speak to Student Health
  - ✓ Medical Leave of Absences (MLOA): Students that go on a medical leave are able to retain their health insurance as long as the health insurance has been charged to the student and paid. Students should contact Student Health to communicate they will be going on a MLOA.
  - ✓ Personal Leave of Absences (PLOA): - Students that go on a personal leave during the Fall Insurance Enrollment Period of June 15 – September 14, health insurance coverage will be terminated. If the PLOA occurs after September 30th, the student will maintain coverage through December 31st of the same year. If the leave occurs beyond the fall term, coverage would be terminated for spring and summer terms if applicable. If a student goes on PLOA in February, health insurance coverage remains in place through July 31st. Students should be contact Student Health to communicate their leave dates.
- ✓ You should check your Duke email throughout your leave, unless the circumstances of your leave prevent you from doing so.

How does taking a leave of absence affect my current financial aid?

- ✓ Will leave begin at the start of a term or during a term?
- ✓ Have you paid for the term you are in?
- ✓ Return of Title IV Funds (R2T4): See Policy and Procedures Manual on the Financial Aid website: [XIII. RETURN OF TITLE IV FUNDS](#)
- ✓ Outstanding Bursar balances
- ✓ Loan repayment
- ✓ Future term aid

What do I need to do when returning from Leave of Absence?

- ✓ Contact MED IT to get on correct class listserv (Medical Students)
- ✓ Contact Financial Aid
- ✓ Contact Registrar- enrollment
- ✓ Check DukeHub "To Do"
- ✓ Check your Bursar balance

The School of Medicine Bulletin has information on Leave of Absence for all school of medicine programs. The Table of Contents list the programs and the Leave of Absence information is found within the program section. Link: [School of Medicine Bulletin](#)

## **Contact Information:**

### **Bursar Student Accounts:**

Phone: 919-6684-3531, telephone hours 9am-4pm, Monday-Friday

Email: [bursar@duke.edu](mailto:bursar@duke.edu)

Website: [Student Accounts | BURSAR | Duke](#)

### **Financial Aid and Student Financial Planning:**

Office Hours: Monday-Friday, 7:30am-4:30pm

Phone: 919-684-6649

Email: [finaid-som@dm.duke.edu](mailto:finaid-som@dm.duke.edu)

Website: [Office of Financial Aid and Student Financial Planning | Duke University School of Medicine](#)

### **Office of the Registrar:**

Office Hours: Monday-Friday 7:30am-4:30pm

Phone: 919-684-2304

Email: [medreg@dm.duke.edu](mailto:medreg@dm.duke.edu)

Website: [Office of the School of Medicine Registrar | Duke University School of Medicine](#)

### **Student Affairs/Health:**

Check Website for Office Hours

Phone: 919-681-9355

Email: [Studentaffairs@duke.edu](mailto:Studentaffairs@duke.edu)

Website: [Student Health | Student Affairs \(duke.edu\)](#)