



Return From Leave

Read the Policy on the reverse prior to completing the form. Complete and submit this form to your department of college at least 30 days prior to the start of the semester in which you plan to return. Your department or college must complete and return this form to Enrollment Services.

Taking a leave of absence may jeopardize your financial aid status. Please contact The HUB for details.

Allow adequate processing time.

Note: This form is not to be used by All But Dissertation students in absentia.

Federal law mandates that a nonresident alien (international) student contact the Office of International Education prior to returning from a leave of absence.

Enrollment Services - The HUB

Lower Level, Warner Hall
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone (412) 268-8186
Fax (412) 268-8084
E-mail thehub@andrew.cmu.edu
URL <http://www.cmu.edu/hub>

Student Information

Student ID Number _____ Student Name _____
Last *First* *MI*

Semester of Return: Fall Spring Summer-1 Summer-2 Summer-All 20____
Circle One

Home College _____ Department _____ Class Status _____

Permanent Address _____

Telephone Number _____

Leave of Absence Information

Requirements

Governing Return _____
If you require additional space, please attach a separate page. _____

Required Information and Signatures

Student's Signature _____ Date _____

Department Head's Signature _____
Required for all students *Print/Sign* *Date*

Academic Dean's Signature _____
Required for all undergraduate students *Print/Sign* *Date*

Enrollment Services Office Use Only

Semester _____ New Enrollment Code _____ Initials / Date _____

Distribution: White - Enrollment Services Yellow - Student's Department Pink - Student's Dean Goldenrod - Student

Return from Leave of Absence - Enrollment Checklist

Academic Department - A student returning from a Leave of Absence needs to contact their academic department for required signatures and other information as required by the Return from Leave form. The student's academic advisor should also be consulted during the return process.

If you are requesting transfer credit for courses taken at another school during your leave, you must submit an official transcript with your Return from Leave form, and obtain departmental approval in order to receive transfer credit.

Transfer Credits - If you have pursued coursework elsewhere, you must submit an official transcript to your department in order to determine the availability of transfer credit.

The HUB - Students taking a Leave of Absence or withdrawing must complete the Leave of Absence (or Withdrawal) form, and return the form to The HUB with all required information. Once this form is completed, Enrollment Services will adjust the student account and make necessary financial aid adjustments.

CampusXpress accounts are NOT closed automatically when a student take a leave of absence or withdraws. Students wishing to close their CampusXpress account should visit The HUB.

Students returning from a Leave of Absence must complete the Request to Return from Leave form, gather all required signatures, and submit the form to The HUB for processing.

Those students wishing to apply for financial aid should consult the information below.

The HUB-Enrollment Services
Phone: 412-268-8186
E-mail: thehub@andrew.cmu.edu
Website: www.cmu.edu/hub

Applying for Financial Assistance – Complete instructions for the financial aid application process are located on The HUB Website (http://www.cmu.edu/hub/fa/fa_apply.html). You will need to complete the following forms in order to apply: Financial Aid Application (current academic year), FAFSA or Renewal FAFSA (current academic year) and the Noncustodial Parent Information Form (if applicable). You will also be required to submit tax returns and W-2 forms for yourself and your parents and/or spouse, if applicable. If your tax returns are not filed in the U.S., you will need to provide tax information translated into U.S. Dollars on a U.S. Federal Income Tax Return. Please contact the Assistant Directors of Enrollment Services with any questions regarding the financial aid application process after reviewing the information on our website.

Carnegie Mellon Card – Students taking a Leave of Absence or withdrawing are required to remit their Carnegie Mellon Card to The HUB.

Returning students are eligible for a Carnegie Mellon Card once their enrollment is completed.

Your Carnegie Mellon Card is verification of your being a student when attending athletic events and other activities. It also serves as building access during evening hours, is used to access meal plans and CampusXpress and serves as your bus pass with a valid PAT sticker. Prior to returning to campus, ensure that you have your Carnegie Mellon Card, and be sure to pick-up your new PAT sticker during the announced distribution hours in the University Center during the first week of classes.

Computing Services Help Center - Students returning from a Leave of Absence should contact the Computing Services Help Center to restore their Andrew Account, including their UserID and Password (used to access computing facilities and on-line applications across campus).

Phone: 412-268-4357

E-mail: advisor@andrew.cmu.edu

Housing Services - Students returning from a Leave of Absence, who plan to return to campus housing, should contact the Housing Office in order to re-apply for the returning semester. Students may apply over the phone, or may complete the Housing Application located on the housing forms section of the Housing Website.

Phone: 412-268-2139

Website: www.housing.cmu.edu

Update Your Address Information – If you will be living in off-campus housing for the upcoming semester, or your permanent address has changed, it is imperative that you update your address information via Student Information On-Line. You will also need to indicate living off-campus when you complete your financial aid application for the upcoming academic year.

If you are returning from a Leave of Absence, the following additional information is provided to remind you of several important enrollment-related topics that may be of use upon your return to campus:

Pay Your Bill – All charges and credits incurred at the university are reflected on your individual account and invoice. This invoice includes tuition and fees, and may include housing, meal plan, sorority or fraternity charges, health insurance, CampusXpress, DineXtra and any miscellaneous charges incurred. Miscellaneous charges could include but are not limited to music lessons, library fines, parking fines, pharmacy fees or emergency loans.

The payment deadline for the fall semester is the second Friday prior to the start of classes. The spring deadline is the Monday prior to the start of classes.

Payment Options – Electronic Check Payment is available to students at Carnegie Mellon. This Electronic check payment process allows you to pay your current semester and future student

account balance via an automatic direct debit to your U.S. checking or savings account. We also accept checks, wire transfers, loan and scholarship proceeds.

If you are unable to pay your account in full, you may want to investigate the Carnegie Mellon Tuition Payment Plan, available through Tuition Management Services, TMS. Their website is www.afford.com. Please contact the Assistant Directors of Enrollment Services with any questions regarding payment or other student account issues.

CampusXpress - a prepaid, stored-value/debit account that is accessible via your Carnegie Mellon Card - is the convenient, cashless way to pay on and off campus. You'll use CampusXpress for textbooks, school supplies and laundry tokens. The area's most popular businesses accept CampusXpress. You can use it to pay for restaurants, delivery and more.

Important Dates - Please be sure to check the Carnegie Mellon Academic Calendar to make note of all upcoming semester holidays, breaks, etc. You should also be aware of the move-in dates for campus housing, and the begin date for semester meal plans.

Health Insurance - If you are a full-time, degree-seeking student, please review Carnegie Mellon's Student Health Insurance Policy (<http://www.studentaffairs.cmu.edu/HealthServices/insurance/medical/policy.cfm>). As defined in this policy, you must carry adequate medical insurance that meets certain requirements.

Each enrollment year, all full-time, degree-seeking students are charged for our lowest premium contracted medical insurance plan. If a student does not want to enroll in that plan, he or she must complete a waiver form to have the charge removed, or an enrollment form to choose one of CMU's higher premium contracted medical insurance plans.

For forms, and additional information about health insurance policies available, visit www.studentaffairs.cmu.edu/HealthServices/insurance/.

Parking – For information regarding parking on campus, see <http://bizservweb.pc.cc.cmu.edu/parking/>.

International Students - International returning students should see the OIE Website for any pertinent information. <http://www.studentaffairs.cmu.edu/oie/>.