

Washington University School of Medicine Student Information for Leave of Absence or Withdrawal

Medical students taking a leave of absence or withdrawing from the Washington University School of Medicine will need to address the following items before leaving campus:

- ✓ **LOCKERS & KEYS** - Clean out your locker and study carrel. Keys should be returned to the front desk in Suite 220, Becker library, 2nd floor.
- ✓ **MAIL BOXES** - Check your mailbox for any last minute mail. New mailbox assignments will be made in your absence, so do not leave any items behind.
- ✓ **PAGERS** - Return your pager to the front desk in Suite 220, Becker library, 2nd floor.
- ✓ **FINANCIAL AID** - If you were the recipient of any student loans contact the Financial Aid Office that you are leaving. The Financial Aid Office is located in Suite 220, Becker library, 2nd floor. Additionally, let them know where they can contact you in your absence in case questions arise. It is important that you understand the effect of your change of status on grace periods and debt repayment. The Financial Aid Office staff or your lender can address these important questions for you. An exit interview is required for any recipient of Federal loans.
- ✓ **WEBSTAC** - Change your address and telephone number listings on the WEBSTAC. Access to WEBSTAC is available at: <https://acadinfo.wustl.edu/>. Or you can access WEBSTAC via the School of Medicine homepage which is located at www.medicine.wustl.edu/. WEBSTAC access can be found under "For Our Students". **Remember to update or change any address or telephone number information that will be impacted by your leave; delete any listings that will no longer be valid in your absence.** Also remember to keep us in Student Support Services informed if there are any changes in your contact information during your leave.
- ✓ **TUITION** - Do not wait to be notified that you have unpaid tuition charges still due. See Annie Wilson in Suite 220, Becker library to determine how your leave or withdrawal will affect your tuition charges and/or the amount you have already paid. If you are due a refund, she will need to know where you would like it sent. Please keep in mind that your tuition will remain the same if your leave is for one year; for leaves longer than one year you will be subject to the tuition rate of the class which you re-enter, except under extremely unusual circumstances.
- ✓ **STUDENT HEALTH/HEALTH INSURANCE** - You may elect to continue student health coverage at the School of Medicine while on leave at a prorated cost. Please inform Annie Wilson in writing when you want to start or stop this elective coverage. Also, please be sure you understand the coverage you have. Contact the Student Health Office for coverage information at 314-362-3523.
- ✓ **COMMUNICATION WITH DR. MOSCOSO** - Remember to keep Dr. Moscoso abreast of your plans. Her communication to you officially granting your leave will indicate when she must hear from you to maintain your leave status.