

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
- ✓ 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 2021-2022 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 2021-2022 Bulletin](#)

Contact Information:

Bursar Student Accounts:

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

Email: 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

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

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 \(duke.edu\)](#)