



**Application for Reinstatement following a Leave of Absence**

**Student Section (Please Print)**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Semester and Year of Intended Return: \_\_\_\_\_  Part-Time  Full-time  Residential  Commuter

Intended Major: \_\_\_\_\_ Previous Academic Advisor: \_\_\_\_\_

Reason for your Leave of Absence:  Medical  Financial  Academic  Other \_\_\_\_\_

**Any undergraduate student seeking to return to the College after a Leave of Absence may initiate the reinstatement process beginning on May 1<sup>st</sup> and no later than August 1<sup>st</sup> for a fall semester return, and beginning on November 15<sup>th</sup> and no later than January 1<sup>st</sup> for a spring semester return by contacting the Office of Academic Advising ([academicadvising@mville.edu](mailto:academicadvising@mville.edu)). To be considered for reinstatement, students must complete the following items:**

- 1.) Provide a detailed statement requesting reinstatement which addresses all of the following: the reason for leaving the College; how the student spent his or her time while away from the College (i.e. course work at another institution, employment, volunteer work, etc.), and the student's reason for wanting to resume his or her studies at Manhattanville. **The statement may be provided via e-mail to [academicadvising@mville.edu](mailto:academicadvising@mville.edu) or by regular mail sent to the attention of the Office of Academic Advising.**
- 2.) Students who are requesting a return to the College following a **Medical Leave of Absence** must submit Manhattanville's Provider Evaluation form, completed by his or her licensed medical provider, to Student Health and Counseling Services. Following the submission of this completed form, an on-campus appointment will be scheduled. The Office of Academic Advising will be informed once the student is cleared by Student Health and Counseling Services for reinstatement.
- 3.) Provide an official transcript for any course work undertaken while away from the College and/or provide a letter of recommendation from an employer if time away has included employment or volunteer work. Official transcripts and/or letters from employers in support of a student's reinstatement should be sent directly to the Office of Academic Advising.
- 4.) Contact Financial Aid to confirm receipt of any necessary financial aid documentation (FAFSA, tax returns, verification worksheet, etc.) to allow for the calculation of any applicable financial aid package if the student's request for reinstatement is approved.
- 5.) Contact Student Accounts to confirm that no outstanding balance is owed. Should a student owe a balance to the College, it must be resolved before a student's reinstatement can be confirmed.
- 6.) Contact the Office of Residence Life if seeking on-campus housing in the semester of intended reinstatement. Students are encouraged to be in touch with Residence Life when requesting reinstatement to ensure that they are aware of Residence Life's specific deadlines and availability of housing. **\*\*Please note that contacting Residence Life DOES NOT guarantee a student will receive a housing assignment if approved for reinstatement.**

Once a student has submitted the statement requesting reinstatement and provides all applicable documentation and clearances, the request for reinstatement is considered in consultation with various academic and student life offices. When academic, financial, and student life clearances have been confirmed through the Office of Academic Advising, the student will be officially reinstated to the College and provided with instructions for course registration.

**I have read the guidelines on this form and would like to be considered for reinstatement to Manhattanville College:**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_