

## CHECKLIST FOR STUDENTS BEGINNING MEDICAL LEAVE

*At this difficult time in your life, it is easy to overlook important details regarding school. Following is a checklist of items you should complete before you go. If you are unable to take care of some items, you may want to ask your family or a University official for help. If you have any questions, please contact the **Director of Counseling and Health Services at 717.796.5357 or EngleCenter@messiah.edu.***

\_\_\_\_\_ **Medical Leave Request Form.** Available from the Engle Center. It must be completed before medical leave can be approved.

\_\_\_\_\_ **Physician's/Provider's Letter.** If you have not been treated at the Engle Center, you will need a letter from your provider to be forwarded to the Engle Center Director, Box 3028, Messiah University, Mechanicsburg, PA 17055. You may ask that the letter be faxed to 717.691.2344. The letter should state your diagnosis, treatment plan, and your physician's statement that you need a medical leave of absence from college to pursue treatment for your condition.

Once your medical leave has been approved, you will need to complete the following steps to arrange checkout.

\_\_\_\_\_ **Residence Hall Room Key.** If you live in University housing, please see your RD to arrange checkout and return your key to him/her. An unreturned key will result in a \$50 charge being placed on your account.

\_\_\_\_\_ **ID.** Return ID to Falcon Services in Eisenhower (across from Student Affairs Office).

\_\_\_\_\_ **Mailbox key.** Please return your mailbox key to the Campus Post Office. Envelopes are available at the Campus Post Office service window for the return of mailbox keys. Be sure to fill out the information requested on the envelope and drop it through the campus mail slot. An unreturned key will result in a \$25 charge being placed on your account.

\_\_\_\_\_ **Student Financial Services.** Please consult this office for information on how your medical leave will affect your billing and financial aid. 717.691.6004

*This form is for your use; you do not need to return it.*