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 College 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 College, 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 College 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.