



Information for Students Exiting for Health Reasons

Dear Student,

Your health and well being are important to us. We understand that taking a break for health reasons can feel overwhelming. This guide walks you through the steps of requesting a leave, options for continuing your student health insurance, and how to return when you're ready.

REQUESTING A LEAVE OF ABSENCE FOR HEALTH REASONS:

Below are the instructions needed to complete a Student Exit Form which will initiate the leave of absence. For more information, review the [Withdrawal and Leave of Absence Process](#) on the university website.

1. Go to stellic.newschool.edu.
2. If you are staff or faculty, go to the top right, click on your profile photo, then click on switch to student account.
3. In the lefthand menu, click on Track Progress.
4. Scroll past your 'profile' until you reach buttons that say Progress Plans Course Notes Requests... click on Requests.
5. Scroll down to New Request and select "I want to take a leave of...".
6. Complete the Exit Form, which will be emailed to your New School email account upon completion.
7. Completing this Exit Form will initiate the withdrawal or leave of absence.
8. If you are an international student, you must complete the Leave of Absence form in [iGlobal](#). Please speak with the ISSS office to discuss any questions or concerns about your leave of absence. They can be reached at iss@newschool.edu.
9. For additional questions:

Academic matters: discuss with your advisor

Housing: contact universityhousing@newschool.edu

Financial Aid/Scholarship: contact finaid@newschool.edu

Payment/refunds: contact myaccount@newschool.edu

Student Health Insurance: contact studentinsurance@newschool.edu

10. Upon exiting for health reasons, a Student Support (ST) hold will be placed on your account. This hold prevents future registration, but will be lifted upon successful completion of the return process.

STUDENT HEALTH INSURANCE INFORMATION

Students on health leave are eligible to continue enrollment in the student health insurance plan for a maximum of two consecutive semesters. Students must have been enrolled in the student health insurance plan during the prior semester to be eligible to continue coverage.

Exiting Before the Current Semester Insurance Waiver Deadline:

- You will receive a full refund of the Student Health Insurance Fee as long as no claim against the Student Health Insurance Plan has been paid (e.g. a claim submitted to the insurance company by a doctor, hospital, lab, pharmacy, etc., for payment of services rendered). Any claim received by the insurance company after you have been removed from the insurance roster will not be paid.
- **YOU MAY OPT TO REMAIN COVERED** in the Student Health Insurance Plan for the remainder of the semester **only** by notifying Student Health Services at studentinsurance@newschool.edu. (*Please note this is only an option for students exiting for health reasons*).

Exiting After the Current Semester Insurance Waiver Deadline:

- You will NOT receive a refund of the Student Health Insurance Fee if your leave is processed after the semester waiver deadline. You will remain covered for the remainder of the current semester policy period.
- If you do not want to remain enrolled, you can submit a termination request for a partial semester refund by contacting [University Health Plans](#).

Important: If your leave extends past one semester, your student health insurance coverage WILL NOT continue automatically. To maintain coverage, you must contact studentinsurance@newschool.edu **before the current coverage period ends**.

RETURNING AFTER A HEALTH LEAVE:

1. In order for your return to be considered, you should receive treatment from a qualified healthcare provider appropriate to the issue(s) that necessitated your exit.
2. If there is not sufficient time to receive appropriate treatment between your exit date and the beginning of the following semester, you may be asked to wait an additional semester before returning.
3. When you are ready to return to The New School, please notify the university in writing at studentsupport@newschool.edu.
4. In some cases, you may be asked to wait to submit return documentation until closer to the start of the semester. While this may cause a processing delay, you will still be able to register for classes upon successful completion of the return process.
5. The healthcare provider that provided your treatment must submit documentation addressing the following:
 - Dates of treatment and diagnosis
 - Course of treatment and prognosis
 - Statement of professional opinion confirming readiness to return
 - Any ongoing treatment recommendations to support readiness to return
 - Indicate permission from you to obtain additional information pertinent to your return
 - The letter should be sent by email to studentsupport@newschool.edu. In addition, you are asked to complete (on your own) a [Leave of Absence Support Plan](#).
 - Once your return paperwork has been accepted, the Student Support hold will be lifted from your student account, which will allow you to register.

We know this may feel like a difficult time, but please remember that taking care of your health is an important part of your academic journey. When you're ready to return, we will be here to welcome you back and support your transition. Please don't hesitate to reach out with any questions. We wish you good health, take care.