MLOA PROCEDURES

Student Responsibilities

To successfully exit on a MLOA
- Discuss need for a MLOA with your clinician.
- Submit a “Request for a MLOA” form and supporting documentation to the UHCS MLOA team via fax, mail, or hand delivery, or email to uhcs@neu.edu if in PDF format.
- Contact Northeastern offices/individuals (including, SFS, NUSHP, ISSI, and RD).
- Identify non-UHCS clinician with whom ongoing treatment will be provided throughout a MLOA.

While out on a MLOA
- Review re-entry requirements at time of exit.
- Continue in therapeutic treatment that clearly addresses your current issue for the entire course of your leave.
- Contact academic advisor to understand implications of a MLOA on progress to a degree.
- Work with non-UHCS clinician to gather and submit required re-entry documentation, once ready to return from leave.

MLOA Team Responsibilities
- Coordinate with student to ensure all documentation submitted is complete.
- Review the “Request for MLOA” form and supporting documentation.
- Notify the student of decision of approval or denial for a MLOA via phone and/or email.
- If the MLOA is approved, notify other Northeastern offices (including, Office of the Registrar, SFS, Housing and Residential Life, Husky Card Services, ISSI, and student's advisor.)
- If the MLOA if denied, the MLOA team will work with student to discuss options and support.

CONTACT INFORMATION

University Health and Counseling Services (UHCS)
p: (617) 373-2772, option #4
e: uhcs@neu.edu
www.northeastern.edu/uhcs/access/medical_leave/

Student Financial Services (SFS)
SFS policy on withdrawal/leave of absence:
bit.ly/SFS_leavepolicies

Financial aid counselor lookup:
bit.ly/finaidcounselorlookup

Financial Aid for Undergraduate, Graduate and CPS Students
Undergraduate p: (617) 373-3190
Graduate p: (617) 373-5899
CPS p: (617) 373-2897
e: sfs@neu.edu
www.northeastern.edu/financialaid/

Billing, Payments and Third-Party Billing
p: (617) 373-2270
e: studentaccounts@neu.edu
www.northeastern.edu/financialaid/

Northeastern University Student Health Plan (NUSHP)
p: (617) 373-8007
e: nushp@neu.edu
www.northeastern.edu/nushp/

Housing and Residential Life
p: (617) 373-2814
e: housing@neu.edu
www.northeastern.edu/reslife/

International Student and Scholar Institute (ISSI)
p: (617) 373-2310
e: issi@neu.edu
www.northeastern.edu/issi/