



Student Guidelines Return from a Leave of Absence

Student Responsibilities

(1) Contact your academic department

Ensure any requirements have been met for your return to the University by contacting your academic department thirty days prior to your scheduled return date.

(2) Contact the Financial Aid Office

If you wish to apply for financial aid, contact the Financial Aid Office at least thirty days prior to returning from your leave of absence to complete any necessary applications.

(3) Register for classes with the Registrar's Office

Adhere to registration deadlines published on the Registrar's website. (The Registrar's Office website is located under "Student Services" at www.rosalindfranklin.edu.)

(4) Update your address.

If you moved during your leave of absence, be sure to update your address with:

- Registrar's Office (updating your address with the Registrar's Office will update the entire University)
- Student Loan Servicers (ie Sallie Mae)

(5) Reinstate your health insurance.

If you cancelled your University health insurance during your leave of absence, contact the Business Office to have your insurance reinstated. If you found alternative insurance, you will need to provide proof of your health insurance to the Business Office.

(6) Verify student loans return to an in-school deferment

Once you begin classes, you will want to ensure your student loans return to an in-school deferment. Rosalind Franklin University is a participant in the National Student Clearinghouse, and many lenders will receive your updated student status information through the clearinghouse.

It is important to note that not all lenders participate in the Clearinghouse. Contact your lender and determine if they require a paper in-school deferment. If so, obtain the deferment form from your lender and bring it to the Registrar's Office for certification.

Who to call

Financial Aid Office • 847-578-3217

- Any general financial aid questions
- Financial Aid Applications for when you return to school

Registrar's Office • 847-578-3228

- Update your address with the University
- Register for classes before you return to school

Business Office • 847-578-3279

- Billing questions
- Re-instate health insurance or provide proof of insurance

Sallie Mae • 1-888-2SALLE • www.manageyourloans.com

- Stafford loans, Medloans ALP, Signature Loan
- Update address and ensure loans are in an in-school deferment

ACS Data Corporation • 1-800-826-4470 • www.acs-education.com

- Services repayment of Perkins, HPSL, and Institutional loans
- Update address

Loan Locator • www.loanlocator.org

- Obtain contact information for your federal loan servicers
- Use the contact information to update your address and file an in-school deferment