

Offices You May Need to Contact After Filing Your Leave of Absence Request

When the CSS has approved your leave request, be sure to follow up with the following departments or offices (if applicable):

- On Campus Housing** (Mata'yuum Crossroads, 619-260-4777, housing@sandiego.edu)
Cancel your housing contract for the upcoming semester/year. This is a separate contract from the Leave of Absence form and will not be canceled automatically.
- Campus Card Services** (UC-127, 619-260-5999, campuscard@sandiego.edu)
Meal plans will be refunded automatically. Contact Campus Card if you have specific questions.
- Torero Hub** (UC-126, 619-260-2700, torerohub@sandiego.edu)
 - Financial Aid Questions**
Cancel loans for the upcoming semester/year, or for questions about scholarships, grants, or to see how your financial aid package is affected.

Please Note: After you take a leave and if you remain unenrolled or below half-time student status, you will enter into repayment of loans after a grace period. To determine the different types of federal loans, the length of your grace period before repayment, and other questions, please contact your federal loan servicer for more information. Loan servicers can be found at <https://studentaid.gov/manage-loans/repayment/servicers>.
 - Student Account Questions**
Take care of any outstanding balances or check on the tuition refund process.
- Student Health Insurance Plan** (wellness@sandiego.edu)
If a Leave of Absence is **taken in the first 31 business days of the effective date of coverage** the student cannot remain enrolled in the SHIP and coverage will be canceled. After 31 business days, the student will need to remain enrolled for the portion of the plan that has been paid for. Only full-time students are eligible to have coverage.
*Effective date of coverage: August 1 for international students and August 15 for domestic students
- Summer School/Intersession Office** (FH-117, 619-260-2742, sio@sandiego.edu)
Cancel registration for upcoming summer or intersession courses. Completing a leave of absence request will not drop these classes automatically.
- Military and Veterans Program** (UC-225, 619-260-7843, military@sandiego.edu)
For students using VA benefits, it is important to connect with the Military and Veterans Program before changing the number of units or withdrawing from courses as your benefits may be impacted.
- International Center** (SH-315, 619-260-4598, international@sandiego.edu)
Cancel an upcoming study abroad trip. This will not be cancelled automatically.
- Athletics**
Inform your coach of your leave of absence.
- Faculty Advisor**
Inform your advisor of your leave of absence.

Work Study

If you work on campus, inform your supervisor of your leave of absence.

Clubs and Organizations

Inform your respective clubs/organizations about your leave of absence. Students who are on a leave of absence will not be charged student fees during their leave term and during this time are not eligible for campus privileges such as participating in campus activities, on campus employment, or utilizing campus resources. These privileges will resume once the student returns from a leave of absence and is enrolled in classes.

ITS Help Desk (help@sandiego.edu; 619-260-7900)

Please add your personal email in the USD system. If your @sandiego.edu email account is disabled for some reason while you are on a leave of absence, you are still able to communicate with offices on campus regarding FERPA-protected information (i.e. financial aid, registering for classes, etc.). You can update this yourself in the MySanDiego Portal at Torero Hub > My Torero Services > Personal Information, or by contacting the ITS Help Desk for assistance.