



Student’s Guide to Medical Withdrawal and Reenrollment

Student: _____

ID#: _____

Application for withdrawal from **current semester** or **retroactive** (circle one)

Last date of attendance: _____

Withdrawal

- Necessary documentation regarding diagnosis, treatment recommendations, dates of care and recommendation for medical withdrawal from a licensed mental or medical healthcare provider has been submitted:
- Retroactive withdrawal requests older than 6 months may not be eligible for tuition reimbursement (per the University’s Tuition Reimbursement Policy). Exceptions may be granted based on strong extenuating circumstances.
- Retroactive withdrawal requests older than seven years will not be considered for tuition reimbursement.
- Upon your request to withdraw you *may* need to be in touch with staff in the following:

Financial Aid	Disability Student Services (if applicable)
Bursar	Veteran Student Services (if applicable)
Registrar	International Student and Scholar Services(if applicable)
Academic Advisor	Other: _____

Note: Documentation on official letter head from a licensed mental or medical healthcare provider outlining the need for a medical withdrawal, the general nature of the medical condition and any dates you were under professional care is required to be considered for a complete tuition refund. Additionally, all approved medical withdrawals will result in a registration hold placed on the student’s account until the required reenrollment criteria is met regarding the student’s fitness to return has been established.

Reenrollment

When your licensed mental or medical healthcare provider has determined that you are fit to return to the full rigors of academic work at the University of Colorado Denver, you will need to apply for reenrollment within 3 semesters of taking leave. You must also provide the following documents:

Re-enrollment Questionnaire completed by a mental health or medical healthcare provider regarding your readiness to return

Authorization for Release of Medical Information form designating the Director of Case Management as a recipient for medical information from the provider.

Students may submit their application for reenrollment from a medical withdrawal at any time within 3 months prior to the beginning of the semester for which they plan to return and no later than 1 month before. International students will need to consult with their assigned International Student Specialist regarding any additional procedures and eligibility requirements needed to determine the time frame for returning. Veteran Students should also consult with Veteran Student Services.

Signature of CaseManagement staff: _____

Date: _____

Signature of Student: _____

Date: _____