Mount Saint Mary College
Health Services Wellness Center

Voluntary Medical or Mental Health Leave Request

Students should consult Mount Saint Mary College's (MSMC) "Voluntary Medical or Mental Health Leave Policy" (Medical Leave Policy) for conditions upon which such requests may be granted, as well as requirements for the student's return following such a Leave. These requests will be considered in accordance with the Medical Leave Policy, and applicable federal, state, and local laws prohibiting discrimination based on disability.

Please submit this completed form, along with supporting documentation from a qualified health professional, to the Director of Health Services. The supporting documentation must include a letter detailing the diagnosis, symptoms, treatment history, and relevant circumstances, as well as dates and anticipated duration of the condition in question.

Today's Date	
Your Name (First, MI, Last)	
Student ID #	
Date of Birth	
Permanent Address	Address: _____ City: _____State: _____Zip: _____
Phone	Home: Mobile:
If you have financial aid, have you met with someone in the Office of Financial Aid?	☐ Yes ☐ No
Intent to Return (*check one*)	☐ I intend to return to MSMC next semester ☐ I intend to return to MSMC at another time after next semester ☐ I do NOT intent to return to MSMC to complete my degree

Please explain the nature of your current medical condition and/or circumstance(s) that is causing you to make your request (*in addition to the required documentation, you may attach additional sheets if needed*):

_____
_____
_____
_____

By signing below, I acknowledge that I have read and agree to the terms set forth in the "Voluntary Medical or Mental Health Leave Policy." I also knowingly and voluntarily consent to the disclosure of personal medical information and documentation submitted in connection with this request to MSMC's Offices of Health Services, Counseling Services, and Disabilities Services.

Your Signature	

330 Powell Avenue Newburgh, NY 12550 Phone: 845-569-3152 Fax: 845-569-3514