Applying for an Emergency Leave of Absence (ELOA)

To apply for an emergency leave of absence (ELOA), a student needs to work with We Care and their academic adviser to complete the on-line form and apply for the leave.

**Submitting the forms and contact information:**
A student submits the ELOA form on line through their myNortheastern portal. This submission generates an email to the student with further instructions as well as to We Care and the student’s academic adviser of record to notify both of the submittal. Step by step instructions can be found beginning on page 2 of this document.

If a student needs to speak with We Care before or after submitting the on line form, a student can contact the office at wecare@northeastern.edu or by calling 617.373.4384.

**What may be needed along with on-line form:**
The email a student receives will provide the student direction on other documents that may be needed to support the leave request. This will also generate a response from We Care as to what those documents may be.

In general, documentation that substantiates a student’s request for the leave will need to be submitted for review. In the case of a sick loved one, a letter from a doctor or counselor or social worker familiar with the case would be appropriate. If financial concerns have caused the emergency, documentation of that situation would be necessary. In the case where a loved one has passed away, a death certificate, a link to the obituary, a program from a memorial service or funeral would suffice.

In cases where there are questions about what is appropriate, We Care is happy to help guide the student on what would be helpful in the review of the request. It is also requested that any documentation be sent directly to We Care. This allows for sensitive information to be kept private.

**Verification of Last Date of Attendance:**
Once an ELOA form is received, We Care will ask the student’s academic to verify the last date of attendance with all professors for that term. It is this date that will be used when officially submitted the form to the Registrar’s Office for final approval. It is important to note that last date of attendance is used when calculating any refund/credit for institutional or federally funded aid. It is strongly advised that a student speak with their Financial Aid/Student Accounts Adviser to talk about how the leave could affect the student’s account.

**Benefits to ELOA:**
If approved, the ELOA will cause a student to be withdrawn from all of their active classes and receive W grades, which will not be factored into the student’s GPA.

Additionally, while the student is responsible for paying all expenses associated with the affected semester (tuition, fees, housing and meals if applicable), the tuition money only paid for affected semester/term will be credited to a future semester.

If a student lives in on-campus housing, it is required that the student moves out of the housing assignment and checks out with a residential life staff member. The fees for housing and
meals* will be prorated from the date that the student vacates his/her room on campus, not the date of the leave.
*this does not include profiler meal plans.

International Students:
For international students who wish to take an ELOA (known as an “International Student Leave”), an additional conversation with the Office of Global Services (OGS) is necessary so implications regarding VISA and SEVIS status can be understood. Laurie Larocque is the primary contact person at OGS who can help students in these situations. She can be reached via email at L.larocque@northeastern.edu or by visiting OGS in 405 ElI Hall.

Other Considerations:
When students are approved for a leave, their Husky Cards are turned off and therefore there are some services and amenities that are no longer available to them while on leave. This includes use of the Marino Center, use of University Heath and Counseling Services (UHCS) as well as the ability to live in University housing or use a meal plan.

Taking an ELOA may cause students to have financial aid or grants and scholarship money returned. Therefore, if a student does receive aid of any kind it is strongly advised that the student speak with their Financial Aid/Student Accounts Adviser to talk about how taking a leave could affect the student’s account.

A student’s last date of class attendance/participation must be verified by the Registrar before the ELOA can be officially applied. If it is determined the student actually completed the class or if the last date of attendance/participation cannot be definitely determined, the leave may not be approved.

How to Submit a Petition for an Emergency Leave of Absence (ELOA)

Step 1 – Log in to your MyNortheastern Portal.
Step 2 - Click on Services & Links from the top menu.

Step 3 – Find Registrar Services from the menu and click on that link.

Step 4 - Choose Registrar Forms from the menu.
Step 5 – Select Leave of Absence from the drop down menu.

Step 6 – Read through the statements and complete the “I understand the above statements” box at the bottom of the page.
Step 7 – Choose emergency from the drop down menu and complete the required information. **Please do not attach any documentation to the form. That information will be requested by the We Care staff member with whom you are working.

Step 8 – Click submit. The form will be routed to We Care for follow up and approval. A We Care staff member will be in contact with you within 2 business days to follow up regarding your request. You are done.