

# Request for a Voluntary Health Withdrawal

## University of Nevada, Las Vegas

UNLV students may apply for a Voluntary Health Withdrawal (VHW) if they experience medical or psychological conditions that significantly impair their ability to function successfully and safely in their role as a student. Students must submit required documentation from a licensed health/mental health provider to the Voluntary Health Withdrawal Committee (VHWC). At no additional charge, students may receive a medical or psychological evaluation from Student Wellness which includes the Student Health Center (702-895-3370), Student Counseling and Psychological Services (CAPS) (702-895-3627), and Behavioral Health Services (702-895-3627).

An Authorization for Release of Protected Health Information (PHI) will be required to share the PHI with the VHWC which maintains the confidentiality of all PHI received from students. The committee may disclose that you have requested a VHW to other UNLV departments such as the Registrar's Office as necessary. Specific details about your medical or mental health will not be disclosed.

A student must be enrolled in the current semester to be eligible for a VHW and it can only be applied to the current semester **before grades are posted**. A VHW cannot override a posted grade. If a grade has been posted, the student must go through the Faculty Senate petition process. Students can learn more about that on the [Faculty Senate website](https://www.unlv.edu/facultysenate/student-resources/general-petition). Visit: <https://www.unlv.edu/facultysenate/student-resources/general-petition>. Please note that if you are taking a term-length course, grades may be posted before the official VHW deadline. For the exact date of the submission deadline for the current semester, visit: <https://www.unlv.edu/studentwellness/health-center/crisis/voluntary-health-withdrawal>. **The deadlines are firm.**

### **If A VHW IS APPROVED:**

All classes for the semester are removed from the student's transcript. The student cannot select "1 or 2" courses; a VHW applies to all courses for the semester. The student is placed in "leave of absence" (LOA) status and an administrative hold is placed on the student's academic transcript. This ensures compliance with withdrawal agreements and prevents unauthorized reenrollment in future semesters by the student. The student cannot enroll in future semesters until the student has undergone treatment. It is expected that the time a student takes away from the University (typically one semester) will be used for treatment and recovery.

**Tuition Refunds:** The student may be eligible for a refund of a portion of the semester's tuition in accordance with applicable University policies and procedures. Special fees - course fee, lab fee, facility fee, etc. - cannot be refunded. A refund of tuition is *not* guaranteed for all approved withdrawals.

**Financial Aid:** It is very important that the student contact Financial Aid and Scholarship prior to requesting a voluntary health withdrawal if any financial aid or scholarships were received for the semester/term. In some cases involving financial aid, a student will not receive a refund since they technically did not utilize ("earn") their financial aid. Furthermore, unearned portions of financial aid received may need to be returned to the Cashier/Student Accounts Office according to U.S. Department of Education regulations, which may result in the student owing money to UNLV. Receiving a VHW does not absolve a student from Financial Aid policies nor the responsibilities involved in accepting financial aid and scholarship funds. Financial Aid Counselors can discuss all financial aid eligibility issues based upon the voluntary health withdrawal.

**Military and Veteran's Services:** It is very important that the student contact Military and Veteran's Services Center prior to requesting a voluntary health withdrawal if any financial aid or scholarships were received for the semester/term. In some cases, involving financial assistance or scholarship via the Military and Veteran's Services, a student will not receive a refund since they technically did not utilize ("earn") their financial aid. Portions of financial assistance received may need to be returned according to federal law and University policies and procedures, resulting in an amount owed to UNLV.

**Student Housing/UNLV Residential Halls:** If the student is living in UNLV Residence Hall(s) (which for the purpose of this document, consists of the Dayton Complex, Tonopah Complex, South Complex, and the Upper-Class Complex (UCC)), their UNLV Office of Housing and Residential Life Residence and Dining Hall License Contract will be terminated on a prorated basis and a refund shall be issued based on the per diem rate for the unused portion of the semester. *The student living in the UNLV Residence Halls must contact UNLV Housing and Residential Life at [housing@unlv.edu](mailto:housing@unlv.edu) or (702) 895-3489 for details and fill out a Request for Contract Release at*

[https://unlv.co1.qualtrics.com/jfe/form/SV\\_bOswHSTyqtHFLRY](https://unlv.co1.qualtrics.com/jfe/form/SV_bOswHSTyqtHFLRY). Please note that the UNLV Office of Housing and Residential Life Residence and Dining Hall License Contract requires that unenrolled students vacate the UNLV Residence Halls within 72 hours after a loss of status, so it is very important to promptly contact the UNLV Office of Housing and Residential Life. The amount of the refund shall be determined as of the date the student removes all belongings, surrenders the room key, and officially checks out of the assigned UNLV Residence Hall. If the student lives at the U District, or lives off-campus, the terms of your lease upon approval of a VHW are not the responsibility of UNLV and must be discussed with the property owner.

The VHW policy does not extend to family members who are ill. If a student experiences hardship due to caring for an ailing family member, the student can submit a [petition to the Faculty Senate](#) based on extenuating circumstances.

A student on VHW leave is not eligible to utilize Student Wellness Center services.

Care Management services are available to students approved for a Voluntary Health Withdrawal in order to ensure students are connected to appropriate community resources to address their unique needs. Connecting with the necessary supports to improve your overall health and well-being can help to prepare you for a successful return to your studies.

Resources could include but are not limited to:

- Medical Providers
- Mental Health Providers
- Financial Supports
- Support Groups
- Insurance Assistance

Our Care Management Department is here to assist you through this time and is available to answer questions about resources and services. Contact the Student Wellness Care Manager at 702-895-4146.

### **FORMS REQUIRED TO REQUEST A VHW**

There are four (4) forms required to request a VHW. The forms can be found online on our [VHW website](#). Visit:

<https://www.unlv.edu/studentwellness/health-center/crisis/voluntary-health-withdrawal>

All 4 forms **must** be submitted. A letter or “doctor’s note” does not supersede or replace any of the forms listed above.

Do not submit Voluntary Health Withdrawal paperwork to Enrollment Services, OISS, your academic advisor, etc.

### **FORMS REQUIRED TO RETURN TO UNLV FROM VHW**

There are three (3) forms required to Request to Return from a Voluntary Health Withdrawal. These forms are sent to the student after their initial request for VHW has been approved and processed. If the student needs additional forms, they can be found on the [VHW website](#) or by sending a request to [vhw@unlv.edu](mailto:vhw@unlv.edu).

Students must meet the following conditions in order to be eligible to return from a VHW and pursue reenrollment:

- A substantial improvement of the medical and/or psychological condition or symptoms that precipitated the need for a Health Withdrawal.
- The ability to function safely, as evidenced by a substantial reduction of any relevant welfare-related behaviors, including, but not limited to suicidal behaviors, self-injury behaviors, substance abuse, purging or other potentially harmful compensatory behaviors used for weight management, or failure to maintain weight at a minimum of 90% of normal body weight for age and height.
- The student will need to identify and work towards recovery with a licensed off-campus medical/mental health provider who must complete the UNLV Medical/Mental Health Clearance Form attesting to the improvement via treatment and submit the form to the VHWC to review. The VHWC will determine whether the conditions of return have been satisfactorily met.
- The VHWC may involve an evaluation with a Student Wellness clinician, and if relevant, other medical or psychological providers.
- The VHWC must receive the written request to return to UNLV and have all required documentation by **April 1** for a proposed summer semester return, **July 1** for a proposed fall semester return, and **November 1** for a proposed spring semester return. If a student does not meet one of these deadlines, their return from a Health Withdrawal may be delayed.

## Student Checklist for Requesting a Health Withdrawal

1. Complete the following steps before submitting a request for a Voluntary Health Withdrawal (VHW).

- \_\_\_\_\_ It is very important to contact the **Financial Aid and Scholarships Office**, to discuss how a withdrawal may affect your eligibility. Your possible tuition reimbursement amount may be impacted by your financial aid/scholarship OR withdrawal could result in amount owed to UNLV. You can contact the Financial Aid and Scholarships Office via the [Self-Service Help Center](#), calling 702-895-3424, or visiting the office on the second floor of the Reynolds Student Services Complex, Building A.
- \_\_\_\_\_ Contact the **Registrar's office** at (702) 895-3443 if you have questions about whether you are eligible for a refund of a portion of the semester/s tuition. Not all fees can be refunded, and a refund of tuition is *not* guaranteed for all approved withdrawals.
- \_\_\_\_\_ Contact the **Advising Office** of your particular college/school to find out what specific academic conditions or restrictions will apply to you in conjunction with a VHW, if granted.
- \_\_\_\_\_ Students who live in residential housing should contact **UNLV Housing and Residential Life** (702) 895-3489 to determine specific conditions or restrictions will apply in conjunction with a health withdrawal, if granted.
- \_\_\_\_\_ Contact your **health insurance** carrier to determine how a withdrawal will impact your insurance coverage by contacting the insurance provider at the number listed on your insurance card. Students on the UNLV Student Health Insurance Plan should also visit <https://www.unlv.edu/studentwellness/health-center/health-insurance>.
- \_\_\_\_\_ Graduate Students must contact the **Graduate College** at (702) 895-5773 or [GradRebel@unlv.edu](mailto:GradRebel@unlv.edu) to determine if you are eligible to take a leave of absence or proceed with a medical withdrawal.
- \_\_\_\_\_ If you have received financial assistance or scholarship via the **Military and Veteran's Service Center** (702) 895-2290, please call to discuss any ramifications and/or possible balance owed as a result of voluntary health withdrawal.
- \_\_\_\_\_ If you are an international student (F-1 visa), you must inform an **Office of International Students and Scholars** (OISS) advisor that you are applying for withdrawal by calling (702) 774-6477 or visiting SSC-A 201.
- \_\_\_\_\_ Student athletes should contact the **Student Athlete Academic Services (SAAS)** office in the Lied Athletic Complex or call (702) 895-3177 to speak with their team's specific eligibility specialist.

**I have read the above checklist and information, I have contacted the applicable departments, and I understand the Committee may need to contact other UNLV departments when processing my request for a voluntary health withdrawal:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

2. Complete the following steps to request a VHW:

- \_\_\_\_\_ Read, complete and sign the Request for a Voluntary Health Withdrawal form. Please include a signed copy of this Student Checklist.
- \_\_\_\_\_ Send the Health Care Provider Evaluation Summary for health Withdrawal form to your current provider(s) to document reasons to support your VHW.
- \_\_\_\_\_ Include a signed Authorization for the Release of Protected Health Information form to allow communication between your current provider and the VHWC.
- \_\_\_\_\_ Submit all completed paperwork to:



### [UNLV VHW Secure File Submission Form](#)

Fax (702) 895-4316

Phone (702) 895-0136

Email: [vhw@unlv.edu](mailto:vhw@unlv.edu)

## Request for a Voluntary Health Withdrawal

I have read the information provided and have asked for any needed clarification and explanation. I understand the required conditions of return and the deadlines involved in returning from a Voluntary Health Withdrawal. I accept these conditions and deadlines as part of my responsibilities in taking a Voluntary Health Withdrawal from UNLV. I agree to abide by these conditions, and I voluntarily request that the Health Withdrawal Committee issue a recommendation that I be granted a withdrawal for health reasons. I understand that my signing this form does not guarantee that I will receive a Voluntary Health Withdrawal.

### TO BE COMPLETED BY STUDENT:

Reason for requesting a Voluntary Health Withdrawal (be as specific as possible):

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Signature of Applicant: \_\_\_\_\_

Printed Legal Name of Applicant: \_\_\_\_\_

Date \_\_\_\_\_

Printed Preferred Name of Applicant: \_\_\_\_\_

Major \_\_\_\_\_

Student's NSHE # \_\_\_\_\_

### Please check as applicable:

- Do you receive **financial aid or scholarship**?  
Yes  No
- Are you registered with **OISS**?  
Yes  No
- Are you a **graduate** student?  
Yes  No
- Are you a **nursing** school student?  
Yes  No
- Are you a **dental** school student?  
Yes  No
- Are you a **medical** school student?  
Yes  No
- Are you affiliated with campus **Military and Veteran's Services**?  
Yes  No
- Are you an **NCAA** athlete?  
Yes  No
- Do you live in the **residence halls**?  
Yes  No

Applicant contact information regarding this leave:

### Mailing Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
CITY ST ZIP CODE

Telephone \_\_\_\_\_

Email \_\_\_\_\_

# Health Care Provider Evaluation Summary for Health Withdrawal

(page 1 of 2)

**To be completed by the student:**

Student's Name(s): \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_

Student's NSHE #: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**To be completed by the health care provider:**

**Describe the student's condition and check all that apply:**

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**Recent Safety Related Behaviors**

- Suicidal ideation with lethality or imminence
- Suicidal gesture or attempt
- Self-injury behaviors
- Failure to maintain minimum body weight
- Otherwise unsafe to remain on campus
- Disruptive to campus community
- Failure to engage in essential self-care activities
- Other: \_\_\_\_\_

**Recent Function Impairment**

- Marked academic impairment
- Frequent missed classes
- Inability to complete Activities of Daily Living
- Other: \_\_\_\_\_

**Recent Disruptive Life Circumstances**

- Physical or Sexual assault
- Family problems
- Financial problems
- Legal/Office of Student Conduct issues
- Other: \_\_\_\_\_

**Existing Treatment Situation**

- Failure to respond adequately to current treatment efforts
- Recent hospitalization
- Need for hospitalization or other inpatient treatment at this time
- Other: \_\_\_\_\_

**Brief history of symptoms/condition:**

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**Diagnoses:**

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**Health Care Provider Evaluation Summary for Health Withdrawal**

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**Treatment history:**

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**Describe the reason(s) why the student’s condition warrants a health withdrawal:**

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**Treatment recommendations during the period of the health withdrawal:**

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\_\_\_\_\_  
**Clinician’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Clinician’s Printed Name (REQUIRED)**

**SEND TO**

\_\_\_\_\_  
**Clinician’s License Type, Number, State (REQUIRED)**

This completed form and Release of Information should be sent to:

\_\_\_\_\_  
**Mailing Address:**

**Fax (702) 895-4316**

**OR**

**[UNLV VHW Secure File Submission](#)**

\_\_\_\_\_  
**Telephone:** \_\_\_\_\_

Phone: (702) 895-0136

\_\_\_\_\_  
**Fax:** \_\_\_\_\_

Email: [vhw@unlv.edu](mailto:vhw@unlv.edu)



# UNLV Voluntary Health Withdrawal Committee

UNLV Voluntary Health Withdrawal Committee  
4505 Maryland Parkway / Box 452005, Las Vegas, Nevada 89154-3020  
(702) 895-0136 | FAX (702) 895-4316

## AUTHORIZATION FOR DISCLOSURE OF PATIENT HEALTH INFORMATION

(For purposes other than treatment, payment or health care operations)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ NSHE #: \_\_\_\_\_

Phone No. to contact you: \_\_\_\_\_

### I HEREBY AUTHORIZE INFORMATION TO BE RELEASED:

#### FROM:

Name/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Tax: \_\_\_\_\_

#### TO:

Name/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Tax: \_\_\_\_\_

Allow mutual disclosure between agencies listed above

PURPOSE FOR RELEASE: \_\_\_\_\_

### INFORMATION TO BE RELEASED (Include Date of Service):

Last pap report

Office/Consult Notes

X-ray reports (specify): \_\_\_\_\_

Lab reports (specify): \_\_\_\_\_

Immunizations (specify): \_\_\_\_\_

Other (specify): \_\_\_\_\_

**SPECIFIC AUTHORIZATION:** The undersigned acknowledges, agrees, and understands that any health information released MAY INCLUDE information that is related to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV), behavioral or mental health services, and/or treatment for alcohol and/or substance abuse. My signature below authorizes release of all such information.

This authorization is effective immediately and is subject to revocation in writing at any time, except to the extent that action has already been taken in reliance thereon. Otherwise, this authorization **expires one year from date of signature**.

The confidentiality of medical, psychiatric and substance abuse information is protected by State and Federal Statutes, Rules and Regulations including Nevada Revised Statutes and Title 42 of the Code of Federal Regulations. These Statutes, Rules and Regulations require that the individual give informed consent prior to the release of any health/hospital records or information, except as specifically provided for within the Statutes, Rules and Regulations. I understand if I do not authorize the release of my full health record, the recipient will be notified that only a limited health record is provided per patient request. A provider will not require me to sign an authorization as a condition of further treatment. I understand that the information used or disclosed pursuant to this authorization should not be re-disclosed without the written authorization of the patient. The university, the Student Wellness Center (Student Counseling and Psychological Services, Student Health Center, FAST Center), its employees, officers, and healthcare providers are hereby released from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized herein.

Signature of Patient or Legal Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Legal Representative: \_\_\_\_\_ Phone No. \_\_\_\_\_

Legal Representative Relationship to Patient:  Parent  Legal Guardian (Attach documentation of guardianship)

### Disclosure Information

Date Disclosed: \_\_\_\_\_ PHI Sent to Requestor Via:  Fax;  Mail;  Pick Up Box;  Given to Patient;  Secure Message Pages

Prepared: Type of PHI Disclosed: \_\_\_\_\_