

**University of Maryland, Baltimore Student Health Insurance Plan  
Medical Leave of Absence Enrollment Form for spring 2024**

**Policy:** The University of Maryland Baltimore (UMB) allows eligible students, who so elect, to continue enrollment under UMB's Student Health Insurance Plan while on an approved medical leave of absence for up to a maximum of two consecutive semesters.

**Eligibility requirements:**

- Students must be currently enrolled in the UMB Student Health Insurance Plan.
- Students must have been previously insured under the SHIP for at least one year prior to the request for a Medical Leave of Absence.
- Students must provide a copy of the leave of absence verification form signed by a dean or an advisor.
- Students intend to return to the University and remain a degree-seeking candidate.

**Procedure:**

Complete and submit this enrollment application with an approved copy of the leave of absence verification form to Student Financial Services: [studentaccounthelp@umaryland.edu](mailto:studentaccounthelp@umaryland.edu)

- Forms need to be submitted **between December 1, 2023 and no later than January 3, 2024 to ensure timely enrollment.**
- Coverage is effective February 1, 2024 through July 31, 2024.
- Students will receive a payment link via email from Gallagher Student Health and payment is due upon receipt.

**Student Information:**

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address \_\_\_\_\_

Telephone ( \_\_\_\_ ) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
mm/dd/yyyy

Student Signature \_\_\_\_\_ Program you enrolled in/degree program \_\_\_\_\_

Date \_\_\_\_\_

