

## **STUDENT LEAVE OF ABSENCE**

### **Policy**

Under certain specialized circumstances, and with approval from the Regional Office of the US Department of Education, a student may be granted an approved leave of absence. In order to be granted a leave of absence, a student must follow the following procedures.

A student must request the leave of absence in writing to the Executive Dean/Menacheles. The request must be signed and dated and must include the reason for which the student is requesting a leave of absence. A leave of absence will not be granted if the reason for the request is not included. The Executive Dean/Menacheles will review the request for a leave of absence within 10 days of submission. If approved, the request will be forwarded to the Office of the Registrar and the decision will be placed in the official academic record. Notification will be sent to the Office of Financial Aid.

A student must submit the request for a leave of absence and must receive the approval prior to beginning the leave of absence. The exception would be for unusual circumstances when it is impossible for the student to do so, i.e. if the student was in an accident or other experienced an unforeseen emergency/disaster.

A student will only be granted a leave of absence if it can be expected that she will return from the leave of absence on time. If it appears that the student may not return after the leave of absence, an approval will not be granted.

The maximum time for an approved leave of absence is 180 days.

A student on an approved leave of absence will not be considered withdrawn from the institution and no refund calculations will be made for Title IV financial aid received. A student who fails to return to school after an approved leave of absence will be considered withdrawn from the institution as of the date of the start of the leave of absence and refunds will be calculated accordingly.