

Leave of Absence

A leave of absence (LOA) is defined as a period of time that a student refrains from attending classes while maintaining his or her student status. An LOA must be requested and begun prior to the beginning of a term or within the add/drop period of a course (first week of the term). The LOA must be approved by the Director of Education.

Students may be granted one leave of absence which consists of six weeks (one term) per 12-month period at the maximum. The LOA cannot be rolled over to the next 12-month period. There is a processing fee of \$100 for the LOA if the reason for the LOA is not documented. This fee is not covered by financial aid or VA funding. The fee will be charged if the LOA is not preapproved for reasons listed below.

A leave of absence may be granted for jury or military duty, medical reasons, natural disasters, death in the immediate family, or other unforeseen circumstances. The request must be submitted in writing, signed and dated with the appropriate documentation. In order to request a LOA, a student must:

1. Be enrolled as a current student and attending class for at least 30 days.
2. Not extend beyond the 150 percent of the project time to complete the courses.
3. Resume training at the same point in the program that the student began the LOA.

The student will not be assessed any additional institutional charges while on the LOA, and the student will not receive any additional federal aid. If the student is a Title IV recipient and does not return from the LOA, his/her grace period will be effected, and the leave could possibly exhaust the grace period. Upon return from the LOA, the student will continue to earn the Federal Student Aid previously awarded for the period.

If the student is unable to take a Leave of Absence, the student can withdraw and take a U (incomplete) for that course. The student must retake the course at a later date.