



**REQUEST FOR LEAVE OF ABSENCE (LOA)**

Student Name: \_\_\_\_\_ Program: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Emergency # \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_, request a leave of absence for:

Term Start/End Date: \_\_\_\_\_ until Term Start Date: \_\_\_\_\_

The reason for my Leave of Absence is:

*\*Please explain in details the reason of request.*

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I plan to return to school on: \_\_\_\_\_

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

<b>Office Use Only:</b>	
LDA: _____	LOA Start Date: _____ End Date: _____
Request Granted:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Loan Counseling Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No
School Official Signature: _____	Date: _____
Financial Aid Officer Signature: _____	Date: _____



**Leave of Absence Policy:**

If it is necessary that a student interrupt training for more than ten days, a leave of absence must be requested in writing and, if approved, will be granted by the academic department. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

1. A single leave of absence may be granted for up to 180 days in a twelve-month period.
2. A second leave of absence in the same twelve- month period may be granted, providing the second leave does not exceed 30 days; the leave is due to unexpected circumstances; and the combined number of days in both leaves does not exceed 180.
3. Additional leaves in the same twelve month period may be granted providing the additional leaves are for documented jury duty, military leave, or Family Medical Leave Act (FMLA) provisions and all the leaves combined do not exceed 180 days.
4. The twelve-month period referenced in these provisions starts on the first day of the first leave.
5. A leave of absence does not relieve the student from his or her financial obligations. The full cost of tuition will be charged if the student takes a leave of absence on or after the midpoint of the academic term.

A student's request for a leave of absence must be submitted in writing within two weeks of the term start date; otherwise, the student will be withdrawn from the program. Students will not incur additional charges from the institution for any absences during an official leave of absence period. Students who fail to return to school as scheduled from an official leave of absence will be considered withdrawn as of the start of the leave of absence. This policy may affect any grace periods relative to federal student loan repayments. The effect of a leave of absence on satisfactory academic progress is described in the following section.

**The effect of a leave of absence on satisfactory academic progress is described in the following section below:**

Students who need to be absent from the college for an extended period of time may request a leave of absence from the institution. A leave of absence taken over an entire academic term has no effect upon satisfactory progress. A leave of absence that begins during an academic term affects the measurement of progress toward completion as the student will have to be withdrawn from all courses and receive a WD or WF grade for each course. These courses will be counted as attempted but not successfully completed.

I have read, understand and agree to the leave of absence policy stated above:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In case of emergency, additional contact information:

1.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Mobile Number: \_\_\_\_\_

2.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Mobile Number: \_\_\_\_\_

3.

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Mobile Number: \_\_\_\_\_