

Leave of Absence Policy

In the event a student finds it necessary to be absent from school for an extended period of time, he/she may request an official leave of absence from the institution. Except in unusual cases involving unforeseen circumstances, a student's request for a leave of absence must be made in advance. Students may request official leaves of absence subject to the following U.S. Department of Education limitations:

- No more than 180 combined days of leaves of absence are permitted in a twelve month period.
- The twelve month period referenced in these provisions starts on the first day of the first leave.

A student's request for a leave of absence must be submitted in writing, must state the reason for which the leave of absence is being requested, and must be approved by the institution to be considered an official leave of absence. The institution will only approve leaves of absence in cases where there is a reasonable expectation that the student will return to the program as scheduled. 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 Students who fail to return to school as scheduled from an official leave of absence will be considered to have withdrawn from the institution as of the date the student was expected to return to school. The student's withdrawal date for refund calculation purposes will be the last date of attendance at the institution. If a student fails to return from an approved leave of absence, a portion or all of the student's grace period associated with any federal student loans may be forfeited resulting in the obligation to immediately begin loan repayment.