

LEAVE OF ABSENCE

Reference: ACCET Doc 36

CONDITIONS FOR GRANTING A LEAVE OF ABSENCE (LOA)

A Leave of Absence (LOA) is a temporary break in a student's attendance during which they are continuously enrolled.

A leave of absence may be granted for emergency situations such as a serious illness, debilitating injury, or death in the immediate family. LOA's can only be granted after a student has attended school for a period of 90 days, unless approved by the Campus Director.

REQUESTING A LEAVE OF ABSENCE

A student must submit, sign and date a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. The written request must specify a reason for the leave. **If a student does not request a leave of absence within fourteen (14) consecutive days of absence, the student will be dismissed.**

The student must attest to understanding the procedures and implications for returning or failing to return to their course of study.

§668.22(d)

A possible consequence of not returning from an LOA is the student's grace period for a Title IV loan may be exhausted. For example, a 2-month LOA (without returning) will remove 2 months from the 6-month grace period.

APPROVAL

Asher College **will not assess** the student any additional charges as a result of the leave of absence.

The Campus Director approves or disapproves LOA's after determining that good cause is shown. The Director of Education or appropriate Program Manager will decide if the student must restart the course or pick up from the point the student left off.

ALLOWABLE LENGTH

The leave of absence may not exceed 180 days in any 12-month period or one-half of the published program length, whichever is shorter. Multiple LOA's are permitted provided the total of the leaves does not exceed this limit.

An approved leave of absence may be extended for an additional length of time by the Campus Director or Director of Education provided that the extension request meets all the above obligations, and the total length of the leave of absence does not exceed the specified limit.

ECPP LEAVE OF ABSENCE

ATB Students taking a Leave of Absence (LOA) from the Vocational component of their program are permitted to continue participating in the Adult Education portion of their program while on LOA.