

LEAVE OF ABSENCE POLICY

The purpose of a leave of absence is to provide the student the opportunity to temporarily leave the college without penalty. Students that take a Leave of Absence must:

1. Make an appointment with the Director of Financial Aid to discuss the need for a leave of absence.
2. Complete and submit a request for Leave of Absence Form.
3. Provide written documentation to support the request for leave of absence.

The student requesting the leave of absence must document and demonstrate the need for the leave of absence. The Director after reviewing the request for leave of absence form and documentation will either approve or disapprove the leave of absence. The Director will notify the student of the decision.