

LEAVE OF ABSENCE

Policy

Canadian Valley Technology Center recognizes post-secondary students enrolled in full-time programs may encounter situations during their enrollment that may require a leave of absence from school. A leave of absence is a temporary interruption in a student's program of study and is not a withdrawal from school. There must be a reasonable expectation the student will return from the leave. This leave can only be used for extenuating circumstances, which may include but is not limited to: serious injury, hospitalization, death of a family member, etc. Only 2 leaves of absence can be granted during twelve-month period. The leave must be taken consecutively, must be a minimum of 5 days. The 2 leaves together cannot extend beyond 20 class days. Canadian Valley Technology Center will not assess any additional institutional charges caused by the leave, the students' need may not increase, and therefore, the student will not be eligible for any additional federal student aid. Approval must be obtained from the assigned program administrator before leave is taken unless unforeseen circumstances prevent a student from doing so.

Procedure

A post-secondary student requiring extended time away from school must request a leave of absence in writing. The form is available in the student services office.

The form must be filled out completely including reason for requesting leave, student signature, and date. The completed form is then submitted to the program administrator for approval. Upon approval, the form is then copied to the financial aid officer, counselor, and attendance officer/clerk.

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Financial aid payments will be adjusted accordingly for PELL recipients. The maximum time for program completion is not extended by the leave.

All students returning from an approved leave of absence must enter through the counselor's office. If the student does not return at the end of approved leave, the student is considered withdrawn as of the last recorded date of attendance.

Unapproved leaves of absence will be considered as a withdrawal.