



ADDENDUM

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LEAVE OF ABSENCE

Effective Spring 2019 semester,

Students may request a leave of absence if they are in good academic standing and have met all financial obligations to ASA College prior to a leave being granted. The student must request a Leave of Absence in writing. The request must contain the following information to be considered complete:

- Printed student name and original student signature, unless on military deployment
- Social Security Number or Student Identification Number
- Academic program
- Current Phone Number and Email Address
- Emergency Contact Number and Email Address
- Term end date/last day of attendance (month, day, year)
- Start of leave date (month, day, year)
- First day/date of classes on anticipated return from leave (month, day, year)
- Detailed explanation as to the reason for the request including the required, appropriate documentation available to support the request
- Date (month, day, year) the request was submitted

A student may take a leave for up to 180 days in a 12 month period for reasons including extended jury duty, medical emergency, and military issues. Students going on an approved LOA in the middle of a semester must return to school at the same point of the semester on the future anticipated return date listed on the LOA form in order to be readmitted to the College. A student may return to class early from an LOA in order to review previously covered coursework, but the student will be considered still on an approved leave of absence. Please keep in mind that the days spent in class until the approved LOA return date will count towards the 180 day maximum leave allowed during a 12 month period. LOAs granted after a semester has been completed must wait until the following semester at the earliest to return.

While on a Leave of Absence, the student will not be eligible to receive financial aid, nor utilize College services and facilities. However, any payment arrangement due to the school will continue while on an approved LOA. If the student is absent, and does not complete a Leave of Absence Form and/or submit a written LOA request to the school, then the student may be terminated and will be held financially liable for any charges on the student account including the terms for loans disbursed. Periods during which a student has requested and formally granted a leave of absence will not be considered in calculating the maximum time frame, nor will it affect hours attempted, nor a student's GPA relative to satisfactory academic progress. If a student does not return on the date indicated on the approved written LOA request, then the student will be automatically withdrawn from the College. The last recorded attendance day (LDA) will be used in a Return to Title IV calculation, and the date of determination (DOD) will be the day after the scheduled return day. Should the student decide to re-enroll at a later date, then the student will need to follow the readmission procedures outlined in the catalog. Requests for leaves of absence should be submitted to the Office of Student Advisement and then approved by the Registrar and Financial Aid Offices.