



LEAVE OF ABSENCE POLICY

Tri-Community Adult Education (TCAE) and students of TCAE must comply with the stated Leave of Absence (LOA) policy as well as governing regulations when requesting, approving and processing LOAs. This policy is applicable to all students enrolled in any programs at the school. If a student is not actively enrolled in a program, the student is not eligible to apply for a leave of absence.

Leave of Absence Request form can be obtained in the Financial Aid Office. Students may be approved by the school for multiple LOAs in a 12-month period. The total of all LOAs may not exceed 180 calendar days in a 12-month period. During a LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients. The school will not impose additional charges when the approved LOA ends and the student resume their program of study.

A LOA may be approved if the school determines there is a reasonable expectation the student will return. Students must follow the school LOA Policy when requesting the LOA, by providing (on or before the start of the LOA) a written, signed and dated request, including the reason for the LOA to the Financial Aid office. If unforeseen circumstances prevent a student from providing a request to the campus on or before the start of the LOA, the school may grant the LOA if the school has documented the reason and decision. The school must collect the signed LOA request form from the student at a later date within a reasonable amount of time from the last date of attendance.

Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, business travel, school course cancellation and/or facility closure, and natural disasters. If a student is out of attendance due to an unforeseen circumstance and considered an unofficial withdrawal and the school can document the reason and decision for the LOA prior to the Return of Title IV (R2T4) calculation being performed, the student will be placed on an approved LOA and no calculation will be required. However, if the student is an unofficial withdrawal and the campus does not document the reason prior to the calculation being performed, the student will be considered an unofficial withdrawal and a Return to Title IV will be calculated. A LOA will NOT be approved if a student requests a LOA after seven consecutive days of nonattendance, is in an unofficial withdrawal status and the request is not due to unforeseen circumstances that occurred prior to the unofficial withdrawal status. If a student requests a LOA start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the school prior to the start date of the LOA, the LOA is not valid and will be negated.

Depending on the time missed, and the curriculum covered, the student may have to wait and enter the next scheduled program term and the return may depend on space available in that program. A student returning from a LOA cannot displace a newly enrolled student.

Failure to Return

The school will advise the student, prior to granting the LOA, the effect that failure to return from a LOA may have on Pell grant eligibility. If a student does not return from an approved LOA, the withdrawal date will be the student's last date of attendance. If the student reenters, after withdrawing from the school, the previously approved LOA days will count toward the student LOA maximum of 180 days in a 12-month period. If receiving outside funding, the student must contact the agency or source of funding and follow their procedures. It is not TCAE's responsibility to notify community funding agencies of changes resulting from your leave of absence. Most funding agencies will require LOA documentation. A portion the students' financial aid may be refunded back to its source (federal and/or private).