Student Full Name:        Grade Level:

Dates Leave Requested. Start:        End:

**Leave of Absence.** If a student is having extenuating medical or personal issues, a leave of absence can be granted. A leave of Absence is necessary for students who plan to be inactive for more than 14 days in a row. Each situation is different and therefore we recommend speaking with an Academic Coach prior to a decision to take a leave of absence.

A leave can be granted for 30 to 90 days, one time in a school term. During that time course work will be put on hold, and student portal will be disabled. A leave of absence is not additional time to complete work. When a student returns from a leave, the time remaining to complete the academic year will depend on their enrollment calendar. All full-time and part-time students have 12 months max to complete the school year. Payment plans will continue while a student is on a leave of absence. Fees paid for courses are non-refundable.

[ ]  Please check box to acknowledge you have read and understand the statement above.

For office use only.

Academic Advisor Recommendations.

Date of Enrollment Change:

Student Return: [ ]  Yes [ ]  No