

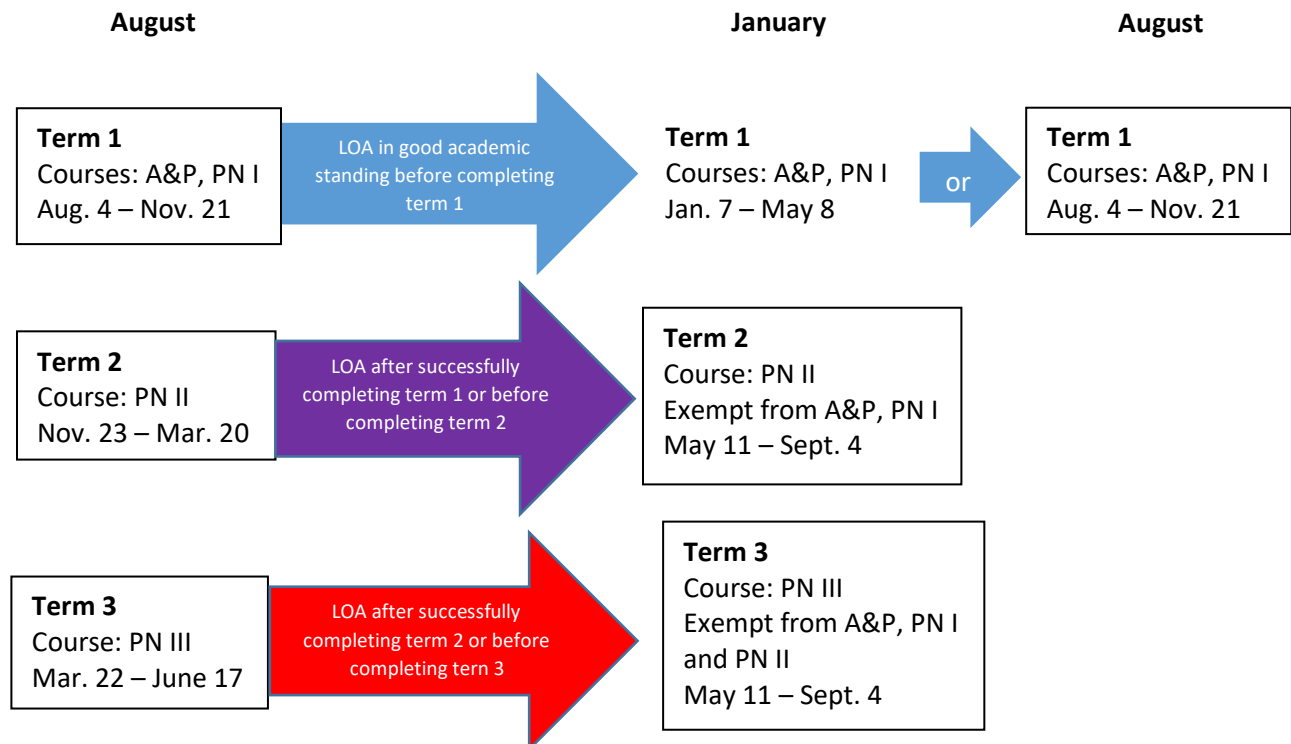


RGCOHC

Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's program of study. Students on an approved leave of absence who return within the timeframe indicated on the leave of absence form **do not** need to seek formal readmission. Students may request a leave of absence **one time**. Exceptions for additional leaves of absence due to emergency medical conditions or military duty will be considered upon submission of supporting documentation. A LOA cannot exceed 180 days in any 12 month period and may have a **serious impact on a student's financial aid**. Any student who receives financial aid and is considering requesting a LOA, must consult with the **Financial Aid Office** to determine how their financial aid will be affected. According to federal regulations, **34 CFR 668.22 (d)**, the following criteria outlines the requirements to process an approved LOA:

- The student **must** request the leave of absence in writing to their Dean for **approval** at least two weeks in advance of leave start date (unless in unforeseeable circumstances), and must be in accordance with institutional policy.
- The letter should state the reason(s) for the request. **NOTE:** A LOA **cannot** be granted for academic reasons (i.e. to keep a student from failing).
- There must be reasonable expectation that the student will return from LOA, based on the information presented in the LOA application.
- A student returning from a LOA must resume training at the point in the academic program as outlined below. **NOTE:** Because RGCOHC operates a clock hour program, a student who is granted a LOA would only be considered for reentry as follows:



- A student returning from LOA is required to attend orientation, and maintain current BLS certification and all other program requirements in place upon return.
- Upon return from LOA a student is **not** eligible for any additional federal student aid as the institution may **not** assess additional charges.
- A student granted a LOA is not considered withdrawn and no return of Title IV calculation is required.
- If a student does not meet the LOA criteria, the student is considered to have ceased attendance/withdrawn from the institution and a Title IV return of funds calculation is required and will be considered withdrawn as of the last date of academic attendance prior to the LOA if the student received federal aid.

**LEAVE
OF ABSENCE FORM**

A leave of absence (LOA) is a temporary interruption in a student's program of study. Students who wish to leave RGCOHC for one term may apply for a leave of absence. Students on an approved leave of absence who return within the timeframe indicated on the leave of absence form do not need to seek formal readmission. Application for a leave of absence **must be made and receive prior approval of from the Dean**. Students granted such a leave should **consult with the Registrar and Financial Aid offices** regarding how a leave of absence may affect their enrollment status and financial aid.

SECTION I – TO BE COMPLETED BY STUDENT

Name _____

Student ID _____

Address while on leave _____

Phone number while on leave _____

Personal email _____

Program of Study _____ PN _____ RN

* * * * *

I request a leave of absence for the following term (check one and enter the year):

Term 1 _____ Term 2 _____ Term 3 _____

Reason for requesting Leave of Absence (explain and attach supporting documentation)

Medical Emergency ____ Maternity ____ Military Deployment ____ Foreign aid service (Peace Corps)
____ Other, please specify ____

Explain: _____

* * * * *

SECTION II – SIGNATURES

Student _____ Date _____

Advisor _____ Date _____

Dean _____ Date _____

Financial Aid Director _____ Date _____

Registrar _____ Date _____

Dean _____ Date _____

* * * * *

REGISTRAR'S OFFICE USE ONLY:

LOA noted in student file _____ (initials/date)

Copy provided or mailed to student _____ (initials/date)

RETURN FROM LEAVE OF ABSENCE FORM

SECTION I – TO BE COMPLETED BY STUDENT

Name _____

Student ID _____

Current address _____

Current phone number _____

Personal email _____

Program of Study _____ PN _____ RN _____

* * * * *

Return date _____

Reason LOA was granted:

Medical Emergency _____ Maternity _____ Military Deployment _____ Foreign aid service (Peace Corps) _____
Other, please specify _____

NOTE: Students returning from a health/medical/maternity LOA must obtain a letter from their personal physician that specifies the medical reason for the LOA and that the student is now medically clear to return to class and fully participate in clinical responsibilities.

* * * * *

SECTION II – SIGNATURES

Student _____ Date _____

Advisor _____ Date _____

Dean _____ Date _____

Financial Aid Director _____ Date _____

Registrar _____ Date _____

Dean _____ Date _____

* * * * *

REGISTRAR'S OFFICE USE ONLY:

LOA return noted in student file _____ (initials/date)

Copy provided or mailed to student _____ (initials/date)