

REQUEST FOR LEAVE OF ABSENCE

The Casa Loma College Leave of Absence (LOA) policy assists and encourages students to return from a leave of absence.

In case of serious illness, family bereavement, short-term military obligations or other emergency circumstances, a student may apply for a Leave of Absence. Requests for a leave of absence will be considered on an individual basis and must be approved by the Program Director.

Eligibility Requirements

To be eligible for a Leave of Absence, students must be in good academic standard and meet the following criteria:

1. A Leave of Absence must be requested in writing by the student.
2. A Leave of Absence may not exceed a total of 180 days in any 12 month period. A LOA may not be taken in Level 1 of the Vocational Nursing Program.
3. Students who take a leave of absence because of active duty service, and are gone for more than thirty days, are entitled to readmission, with the same academic status, if all of the following criteria exist:
 - a. Advance notice is provided (this can be from the student or other parties)
 - b. The cumulative absence is not longer than five years
 - c. The college is notified of the intent to re-enroll within three years from completion of service or two years if involves recovery from injury.
4. Acceptance back into school from an approved Leave of Absence is dependent upon class space, course availability and externship site availability.
5. Students returning from a Leave of Absence (LOA) will be placed at the point in the program which they began their leave, space permitting. However, at the discretion of the Program Director the student may be required to repeat the entire course. This decision will be based on the student's academic standing and the length of the leave of absence. Students repeating the entire course will not be charged a repeat fee for the portion of the course previously taken. Financial aid will resume (if applicable) once the student reaches the hours in the course at which the LOA began.
6. CSAAVE will be notified immediately if a Veteran student is granted a Leave of Absence.
7. A student who fails to return to class on the scheduled date will be considered terminated from the program and the refund requirements will apply. The termination date is the last recorded date of class attendance as documented by the school.
8. A physician's statement must be provided upon return from a maternity or medical leave stating that the student can resume studies without restrictions.
9. The school does not charge a student during or for the Leave of Absence

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If the student does not return to the program, his or her diploma program is terminated. Leaves should be timed, whenever possible, to come at the end of a level or module. Reenrollment after leave is subject to continued professional suitability and a written request for reenrollment. Students on leave are urged to keep in touch with their Program Director in their department about their plans. If Casa Loma College has heard nothing from the student by the time the period of official leave has expired, it will assume that the student has resigned from Casa Loma College and will terminate the candidacy automatically.

INSTRUCTIONS: Please print clearly the information listed below. You may fax or mail your signed request letter to our office. Be sure to speak with your Program Director to discuss how a leave may affect completion of your program.

Name _____	Last four digits of SSN: _____
Day time phone: _____	Name of Program _____
Email Address: _____	Group Number: _____
Effective Date of Leave _____	Estimated Date of Return _____ Current Level/Module _____

Detail circumstances that make LOA necessary:

I hereby request a Leave from Casa Loma College under the terms General Regulations of the College, as stated in the document entitled "Leave of Absence Policy."

Signed _____ Date _____

For Department Use: Is the student in good academic standing? YES NO
APPROVED BY THE DIRECTOR

Signed _____ Date _____