

CATEGORY: ACADEMIC

SUBJECT: STUDENT LEAVE OF ABSENCE (LOA)
Student Status Change Form Required

LOA Policy: MCHP's LOA Policy is made available to students via its web site at www.mchp.edu, and in MCHP's catalogue.

Students wishing to take a leave of absence must contact their Program Director. A request for a leave of absence must be submitted in writing, to the Registrar, and the request must be signed and dated by the student making the request. The LOA request/application must clearly explain the reason(s) for the LOA, and if known, how long the LOA is expected to last. The LOA must be requested in advance, unless the circumstances surrounding the LOA prevent it. For example, an accident, that renders the student unable to continue his/her studies for a period of time, would not be predictable and the LOA could not be requested in advance. Other circumstances could be predictable, although the timing might not always be the same. In other words, a scheduled event could be known three months in advance, but a family illness that is progressive might not be of an emergency nature until a turn takes it into such a stage.

A leave of absence may be granted for up to one hundred eighty calendar days within a 12-month period. The student must submit a completed Student Status Change Form for the LOA to be considered. The student will be notified of the decision in writing, within five (5) school days. For NSLDS enrollment reporting, an LOA should be reported as an "A".

The College's refund policy will apply to students who are granted a leave of absence.

Approved Leave of Absence -- A leave of absence (LOA), for Return of Title IV (R2T4) funds purposes is a temporary interruption in a student's program of study at MCHP. LOA refers to the specific time period during a program when a student is not in attendance at MCHP, but is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA at MCHP must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring MCHP to perform an R2T4 calculation. If an LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform an R2T4 calculation.

For an LOA to qualify as an approved MCHP LOA:

- MCHP must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing, signed, dated, and include the reason for the student's request;
- The student must follow MCHP's policy in requesting the LOA;
- There must be a reasonable expectation that the student will re-turn from the LOA;

- MCHP must approve the student’s request for an LOA in accordance with the school’s policy;
- MCHP may not assess the student any additional institutional charges, the student’s need may not increase, and therefore, the student will not be eligible for any additional federal student aid;
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period;
- A MCHP student returning from an LOA must resume their educational program at the same point in the academic program that he or she began the LOA, and
- MCHP will explain to the student, prior to granting the LOA, the effects that the student’s failure to return from an LOA may have on the student’s loan repayment terms, including the expiration of the student’s grace period.

Maximum Time Frame (MTF) – MCHP’s MTF accounts for all periods of non- attendance (including weekends and scheduled breaks), and will not exceed 180 days. MCHP will reduce the length of an LOA, if the 180th day falls on a day the school would be closed.

Approved: _____

Monika Bissell, DBA
President

Date: September 14, 2000

Amended: April 10, 2003, October 2, 2003, August 1, 2007, July 28, 2010, June 30, 2014, April 7, 2015,
May 14, 2018

STUDENT STATUS CHANGE FORM

NAME _____

CLASS OF _____

<u>CURRENT STATUS</u>		<u>CHANGE TO</u>	
_____ Credit Hours		_____ Credit Hours	
<input type="checkbox"/> Full time Status		<input type="checkbox"/> Full time Status	Effective date: _____
<input type="checkbox"/> ¾ Time Status		<input type="checkbox"/> ¾ Time Status	Effective date: _____
<input type="checkbox"/> ½ Time Status		<input type="checkbox"/> ½ Time Status	Effective date: _____
<input type="checkbox"/> Less than ½ Time		<input type="checkbox"/> Less than ½ Time	Effective date: _____

ACTION

- Withdrawn** Last attendance day: _____
- Leave of Absence** Effective date: _____
End date of Leave of Absence (180 days, **NOT** to end on weekend) _____

Student Signature: _____

Date: _____

NOTIFICATION/MEETING WITH:

- Director of Program _____
- Registrar _____
- Financial Aid Specialist _____
- Bursar _____

FOR OFFICE USE ONLY SONIS REG CARD NOTICE ROSTERS MAILBOX ID BADGE
 ENROLLMENT/ATTRITION NSLDS/CLEARINGHOUSE DORM ROSTER STUDENT FILE LABELS
 ENROLLMENT STATUS SHEET