

Leave of Absence (LOA) Policy

A SWSC student's request for a Leave of Absence must meet certain conditions to be considered as a temporary interruption in a student's education rather than a withdrawal. These conditions include:

- Must be a reasonable expectation that the student will return to the SWSC.
- The LOA, together with any additional LOA, must not exceed a total of 180 days in any 12 month period (12 months begins at start of first LOA).
- Since a LOA may not be more than 180 days a school might have to reduce the length of a LOA if the 180th day is scheduled to fall on a day that school would be closed (weekends and scheduled breaks count as LOA days).
- A Leave of Absence Request Form must be filled out completely (stating exact reason for the request), submitted to and approved by the Program Manager prior to start of LOA date.
- Financial Aid Recipients will meet with Financial Aid staff to discuss possible financial consequences LOA may cause student.

If a student does not return from the LOA the student's withdrawal date is the date the student began the LOA.

Any interruption in enrollment that is not an approved LOA is considered a withdrawal and a R2T4* calculation and return of funds is required.

Extensions to an LOA must be approved by the Program Manager and in writing prior to the end of the current LOA.

- In accordance with federal regulations (CFR 668.22), a student may be required to repay Federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade in all classes during an awarding period. Further information is available at the Financial Aid Office. This could affect a student's ability to receive Financial Aid in the future at any school.