

## Leave of Absence

The purpose of this policy to confirm that HWA is in compliance with Federal Regulation 34CFR 668.22(d), regarding the process for students requesting A Leave of Absence.

A Leave of Absence (LOA) is a temporary interruption in a student's program of study, and refers to the specific time period when a student is not in attendance. A LOA, together with any additional leaves of absence cannot exceed 180 days in any 12 month period.

### LOA Request Requirements:

Students are required to fill out, sign, and date a Leave of Absence Request Form. The request must include:

- Dates of LOA
- Type of Leave – Planned, Unplanned, or Military
- Written explanation of the reason for the request
- Provide additional documentation along with the request that validates the need for of LOA

### LOA Request Process:

Students must submit the request & additional documentation to the Admissions Office

The request will be reviewed by the Admissions Office to ensure that it meets the criteria of the Department of Education guidelines 34 CFR 668.22 (d).

The request will then be reviewed and considered by the Managing Director for final approval or denial. HWA will review and grant approval/denial in a timely manner.

In the event that unforeseen circumstances prevent a student from providing a request prior to the LOA (ie Unplanned Leave of Absence) HWA may retroactively grant approval for a LOA if:

- Proper documentation of the unforeseen circumstance is provided, along with completion of the Leave of Absence Request Form.

If during the approved LOA the student seeks to amend the LOA in any way, the student will be required to request the change in writing, along with documentation, to the Managing Director. Amending an approved LOA is at the sole discretion of the Managing Director.

### Additional Policy Requirements:

- A LOA cannot be granted for academic reasons (i.e to keep a student from failing their program)
- There must be a reasonable expectation that the student will return from the LOA
- A student returning from a LOA must resume training at the same point in the program that they began the LOA

- HWA may NOT assess any additional institutional charges and therefore the student is NOT eligible for any additional Federal Student Aid (Title IV funds)
- If the student is a Title IV recipient, HWA must provide an explanation to the student, prior to approving the LOA, the effects that the student's failure to return from the LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.
- If a student does NOT resume attendance on or before the end of the LOA, HWA must treat the student as a withdrawal. If the student does not return from the LOA, the withdrawal date will be retroactive to the date of signing the LOA. This may affect the student's grace period for student loan repayment.