

## **LEAVE OF ABSENCE**

Students in good standing may apply, in writing from the Rosh Yeshiva, for a Leave from Studies. A leave of absence (LOA) is a temporary interruption in a student's program of study. 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 considering requesting a LOA that received financial aid, should consult with the Financial Aid Office to determine how their financial aid will be affected. In order to be granted a leave of absence a student must meet the following requirements:

- The request must in writing to the rosh yeshiva, and must be signed and dated
- must include the reason for which the student is requesting a LOA
- There must be reasonable expectation that the student will return from LOA

A student granted a LOA is not to be considered withdrawn and no return of Title IV calculation is required.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 from the institution and a Title IV return of funds calculation is required if the student received federal aid.

A student returning from an approved LOA must resume training at the same point in the academic program that he or she began the LOA. Students who fail to return to school after an approved leave of absence will be considered withdrawn from the institution as of the date of the start of the leave of absence and refunds will be calculated accordingly.

For the purpose of NYS TAP awards, the above LAO policy does not apply