

Centenary College
CAPS and APP Program
Leave of Absence Policy

Policy: Learners are entitled to take up to three (3) leaves in a 12 month period. A Leave of Absence (LOA) is defined as an approved break in attendance longer than 29 consecutive days and not exceeding 180 days in a 12 month period. All Leave of Absence requests must be approved by the Financial Aid Department.

Learners on an approved Leave of Absence and receiving Federal Financial Aid will not be considered withdrawn, and a return of funds will not be required. **However, learners receiving a New Jersey Tuition Assistance Grant (TAG) will forfeit their grant by taking a Leave of Absence.** Financial Aid may include but is not limited to TAG, Pell, Stafford Loans, etc.

A Leave of Absence (LOA) will be considered approved if Centenary College CAPS AND APP PROGRAM determines that there is a reasonable expectation that the learner will return. In addition, the learner must follow the Centenary College CAPS AND APP PROGRAM policy in requesting the LOA.

Process: To request a LOA the learner must contact his/her Program Advisor and request a LOA form. The learner must complete and return the LOA form to the Program advisor, including the reason for the LOA with the expected date of return. This form must be completed while the student is still in attendance in the current class. (No later than the learner's last day of attendance.)

Learners may request a Leave of Absence if they are between courses. The learner must meet the following requirements.

1. The learner's last date of attendance must be the last day of the most recently completed course.
2. The request must be made prior to, or no later than, the first day of class for the next scheduled course.
3. Follow all existing Leave of Absence procedures.

If the break is 29 days or greater, the student must request the LOA prior to the 29th day of the break. If the student requests the LOA after the 28th day of the break, the student must be withdrawn.

Should unforeseen circumstances prevent a learner from providing a request prior to the last day of attendance, Centenary College CAPS AND APP PROGRAM may grant the leave of absence. Unforeseen circumstances may include medical and family emergencies, business travel, college course cancellation and/or facility closure, and natural disasters.

Length & Number of Approved LOAs: Learners may be approved for up to three (3) leaves of absence in a 12 month period the total of which will not exceed 180 days. The maximum amount of days for an LOA is 180.

The LOA will be based on the number of days between the last date attended and the date of reentry. The count should be based on the number of days between the LDA and the re-entry date. The first approved LOA and its associated LDA is used when determining the start date for the 12 month period.

If you wish to extend your LOA, you must return to class and request another LOA following these procedures.

Failure to Return: Learners who fail to return from an approved Leave of Absence, on the date indicated on their form, will be administratively withdrawn from the program.

The Federal Return of Title IV Funds calculation will be completed as of the last date of attendance and any unearned funds will be returned to their federal and/or state source. The return of these unearned funds may cause a tuition balance.

The Learner will be responsible for any financial obligation to the school.

For Financial Aid Learners:

- Upon receipt by the Program Advisor, the LOA request will be forwarded to the Financial Aid Department. Upon approval, the learner's account will be frozen and any unearned additional funds will not be disbursed and posted.
- Learners may not receive federal financial aid disbursements while on an LOA.
- A learner on an approved LOA will be considered enrolled and would be eligible for an in-school deferment for their learner financial assistance loans.
- The Financial Aid Office will explain to the learner, prior to the learner being granted the LOA, the effect that their failure to return from the leave may have on learner loan repayment terms, including the exhaustion of some or all of their grace period.
- If the learner fails to return after the LOA, they will be administratively withdrawn from the program; and an exit interview must be conducted.
 - The U.S Department of Education will be notified, and the grace period for the repayment of Title IV loans will begin as of the learner's last date of attendance.
 - The Federal Return of Title IV Funds calculation will be completed as of the last date of attendance and any unearned funds will be returned to their federal and/or state source. This may cause a tuition balance. At this point the learner is responsible for any financial obligation to the school.
- If you wish to extend your LOA, you must return to class and request another LOA following these procedures.

*** A return of Title IV funds will not be calculated for learners that are on an approved LOA**