



Leave of Absence (LOA) / Return from Leave of Absence (RLOA) Form

Instructions to Student: Please submit this completed form to the Registrar & Director of Academic Services. Please allow at least two weeks for processing; the Registrar will inform you of your approval status.

LOA requests may be submitted at any time within the academic year, but the student will be responsible for tuition expenses incurred in accordance with the academic calendar if the request is submitted during an academic term of enrollment. RLOA requests must be submitted at least two weeks prior to the beginning of the term for which return is requested.

The full LOA policy can be found in the Student Handbook. Students requesting LOA should know, if they are receiving Federal financial aid, that Federal guidelines may require the beginning of repaying outstanding loans during the Leave. Students who owe a tuition balance to ICSW may not be approved for LOA/RLOA until the balance is paid or they enter into a payment plan. *Please note: your request is not approved until signed by all parties on this form and a signed copy is returned to you.*

Date:

Student Name:

Program of Enrollment:

I am requesting (select one): Leave of Absence Return from Leave of Absence

I am requesting this change (select one): Immediately End of current term/beginning of next term

Reason for the change request (attach an additional sheet if necessary):

Administrative Use Only:

Date Request Received: _____

Approved by Academic Dean: _____
Signature & Date

Approved by VP of Finance & Operations: _____
Signature & Date

Processed by Registrar: _____
Signature & Date