STUDENT SUPPORT — SECTION 600

NUMBER: 620
SUBJECT: LEAVE OF ABSENCE
EFFECTIVE DATE: JULY 1, 2016
APPROVAL OF LAST REVISION:

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620.1 — POLICY

Students expecting extended absences from school should request a Leave of Absence (LOA). A LOA is a temporary interruption in a student's program of study. A LOA may not be less than seven calendar days or exceed 180 calendar days within a 12-month period. An additional LOA for extenuating circumstances beyond the students' control may be approved with supporting documentation. When requesting a LOA, students must offer BATC a reasonable expectation that he or she will return to school by providing the reason for the request in writing on the LOA request form.

620.2 - PROCEDURE

1. **Complete the LOA request form:**
   Forms are available at the Student Services Office or on the BATC student ~~Web site~~ portal. Students must apply for the LOA in advance unless unforeseen circumstances prevent them from doing so. In the event of an unforeseen circumstance, students may submit the request for a LOA at a later date but must provide third-party documentation supporting the reason(s) they were unable to submit the request in advance.

2. **Submit the request to the Student Services Office for processing:**
   All LOA's must be approved by the student's supervisor/instructor, the Financial Aid Office (where applicable)*, and the Student Services Office.

3. **Students will receive an acceptance or denial email communicating the final decision:**
   If the LOA is approved, a schedule change fee of $10 will be posted to the student account. Upon returning, students must re-enroll/check-in with Student Services before returning to class.

* Students receiving the Federal Pell Grant please note: Any change in enrollment will affect the status of a student's financial aid and may result in an overpayment (or delay in payment) of federal funds. Students should visit with the Financial Aid Office to determine how a LOA will affect their award.