



## Leave of Absence Policy

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### 1. Purpose

To outline the Tooele Technical College (TTECH) leave of absence policy for students participating in Title IV Federal Financial Aid.

### 2. Definition

- 2.1. A Leave of Absence (LOA) is defined as an approved temporary interruption of training for an extenuating circumstance and has no effect on the Satisfactory Progress Standard.

### 3. Policy

- 3.1. Students expecting extended absences from school should request a LOA. A LOA may not be less than seven calendar days or exceed 180 calendar days within a 12-month period.
- 3.2. If the student was deemed maintaining Satisfactory Progress prior to a Leave of Absence or withdrawal of training, upon his/her return from the LOA or within 180 of the Last Day of Attendance (LDA), the student is deemed in good standing and may continue the program from the point of interruption.
- 3.3. If the student was not maintaining Satisfactory Progress prior to a LOA or withdrawal of training, and the student returns to the program from the LOA or within 180 from LDA, the same SAP rate applies as when the LOA was approved or from the point of interruption.
- 3.4. A LOA may be granted if the request is submitted in writing (with signature and date) to the Financial Aid Coordinator.
- 3.5. Only one (1) LOA may be granted in any 12-month period and may not exceed 60 days. For very unusual/limited circumstances, more than one LOA in a 12-month period may be permitted but the total number of days of the LOA may not exceed 180 days in a 12-month period.
- 3.6. Complete documentation and certain conditions are needed to support the LOA request: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993) or other exigent circumstance. Circumstances for which FMLA leave may be requested include:
  - Birth of a child or care for a newborn child
  - Placement in your home of a child for adoption or foster care
  - Your own serious health condition
  - To care for your spouse, child, or parent with a serious health condition
  - Qualifying exigency – leave where a spouse, son, daughter, or parent of the employee is on active or ordered to be called to military duty in the Armed Forces. Appropriate documentation is required
  - Service Member Care Leave – An employee who is the spouse, son, daughter, parent or next of kin of a covered service member or veteran
  - Extenuating circumstances approved by the Vice President of Student Services

A student who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In this case, the withdrawal date will be the last day of recorded attendance at TTECH, and a Return to Title IV form will be submitted. This may result in the student receiving unearned or overpayment funds. Unearned grant funds are required to be returned to the Department of Education by the student. The student will be notified of any unearned grant overpayment money within 30 days of the end date of the LOA.