

**ADDENDUM**  
**EFFECTIVE: 7/18/16**

**VOLUNTARY LEAVE OF ABSENCE**

Occasionally circumstances arise that require students to interrupt their training. A student who finds it necessary to take a Leave of Absence must notify the Student Success Specialist. A "Request for a Leave of Absence" form must be signed and submitted along with statement. The request must outline the duration of the requested leave, reason (approved reasons listed below), date requested and the expected return date. Student will be unofficially withdrawn if form is not signed or have not returned. More than one leave may be granted in a twelve month period and total leave shall not exceed six months in duration. Any Leave of Absence exceeding six months will be terminated.

Approved Leave of Absence Reasons:

- Family Emergencies
  - Caretaker, medical issues or death of immediate family member (spouse, children, parents, siblings and grandparents)
  - Babysitting
  - Legal/Court Obligations
  - Family Crisis
- Military (must be on active or reserve status)
- Medical
- Academic Interruption (Unapproved Leave for Title IV Purposes):
  - Failed class
  - No Class Being Offered
  - Insubordination