

Leave of Absence (LOA)

A Leave of Absence may be granted for personal emergencies for a maximum of two consecutive terms. Students must have finished a phase of the program or be at the end of a course before going on leave and must be current on tuition and fee payments. Requests for medical reasons may require written documentation from your health care provider noting your medical condition. Students who fail to register on their agreed upon term of return will forfeit their active enrollment status, and their academic record will be inactivated. Students will then be required to re-apply to the University in order to continue working on their degree. Students on leave are not entitled to the services provided during their leave; this includes faculty services and use of the Sofia Library.

Financial Aid Implications

Students receiving Title IV financial aid should be aware that entering leave status will mean that any outstanding financial aid will be canceled and that previously disbursed loans will enter the repayment cycle if leave is more than one quarter. Leave of Absence is treated as a withdrawal from financial aid purposes. Any student considering requesting a Leave of Absence must consult with the Financial Aid Office to determine how their financial aid will be affected.

International students

Sofia University requires continuous enrollment every quarter. If an international student would like to take a break from their education, they will have to file for a Leave of Absence from the University, as well as take an early authorized withdrawal through SEVIS.

 Print Full Name

 Student ID

 Student Signature

 Date

I hereby request a Leave of Absence **starting:** _____

I plan on **returning** and registering for the following quarter after my Leave: _____

Please provide a reason for request and documentation to support your request:

Approved by:

Program Chair

Date

FOR OFFICE USE ONLY

Notifications/Processing:

Financial Aid Office

Date

Office of the Registrar

Date

Effective Winter 2019 -- Updated 12/21/2018