



Leave of Absence

If a student anticipates a prolonged absence from a program, he or she may benefit from a leave of absence (LOA).

Some examples of legitimate reasons for which an LOA will be granted:

- Pregnancy or post-delivery recovery with medical documentation;
- Doctor-documented illness or health restrictions for a period of time;
- Documented family emergency;
- Returning to home country;
- Other documented emergencies that may interfere with attendance.

A student must apply in advance for a leave of absence, unless unforeseen circumstances prevent the student from doing so.

For a leave of absence to be granted, it has to meet all of the following conditions:

- The request must be made in writing by the student stating both starting and ending dates, and the reason for the leave of absence;
- There must be a reasonable expectation that the student will return from the leave of absence;
- The leave must be approved by all relevant parties indicated on the LOA request form;
- In no case shall a leave of absence exceed five (5) months within a 12-month period.

Conditions of the leave:

- The student will not be required to repeat any completed class time and coursework;
- No deposit/tuition will be required for an in- or out-of-country leave of absence;
- Vacation accrual will begin again after return from the leave of absence;
- Students must re-take the Michigan English Placement Test if the absence is greater than 12 weeks.