

BETH MEDRASH GOVOHA

LEAVE OF ABSENCE FOR TITLE IV PURPOSES

If a student encounters circumstances that necessitate a temporary leave of absence, such as legitimate health concerns, personal or familial issues, or other such issues, a student may be granted an approved leave of absence for Title IV purposes. In order to request a leave of absence a student must follow the procedures outlined below:

- The student must request the leave of absence through the Registrar's Office, by submitting a signed and dated leave of absence form. The request must include the reason for which the student is requesting a leave of absence and the anticipated date of return. The request for a leave of absence will be reviewed by the Associate Dean of Students in an expeditious manner, and the Registrar's Office will notify the student of the decision and retain documentation of the approval of the leave of absence. The student must submit the request for a leave of absence and must receive the approval prior to beginning the leave of absence. The exception would be unusual circumstances where it was not possible for the student to make the request prior to the start of the leave of absence (i.e. if the student was struck by illness or involved in an accident or other unforeseen emergency/disaster). In this case, the institution may grant the student's leave of absence. The Registrar will document this decision and collect the written request at a later date when the student is not incapacitated.
- The maximum time for an approved leave of absence is 180 days (except in the case of foreign students, as per the below).
- A student will only be granted a leave of absence if it can reasonably be expected that the student will return from the leave of absence within 180 days. Students on an approved leave of absence will not be considered withdrawn from the institution, and no refund calculations will be made for Title IV financial aid received. The school will not assess the student any additional institutional charges or award the student any additional Title IV aid during this time period. Upon the student's return from the leave of absence, the student must resume his coursework at the same point in the academic program that he began prior to the leave of absence.
- The leave of absence, together with any additional leaves of absence, must not exceed a total of 180 days in a 12-month period.
- A student returning from an LOA must complete the term to be eligible to receive a second or subsequent disbursement.
- Students who fail to return after an approved leave of absence without providing notice will be considered withdrawn from Beth Medrash Govoha as of the date of the start of the leave of absence, and financial aid refunds will be calculated accordingly. In this case, the date of notification will be the 181st day of the leave of absence or the day after the leave of absence was scheduled to expire (whichever is first), when the student fails to return.