LEAVE OF ABSENCE FORM
STATEMENT OF INTENT TO REENROLL

Read the statements below regarding leaves of absence and probation, loan eligibility and loan cancellation before signing and submitting this form for processing.

I am taking a leave of absence beginning (MOD ____, 20__) _____/_____/_____.

I certify that I will be returning to BEAL COLLEGE (MOD ____, 20__) _____/_____/_____.

REASON: _____

NOTE TO STUDENTS ON PROBATION: This form will not be processed if you are currently on probation or will be on probation at the end of the current term. See the Beal College catalog for information about probation.

NOTE TO FEDERAL LOAN BORROWERS: Failure to return on the Mod specified will result in the Department of Education being notified of your withdrawal from school. You may update your leave of absence by calling the Financial Aid office. Regardless of an approved leave of absence, repayment on your student loans begins six months (180 days) after your last actual date of half-time attendance.

The Department of Education definition of approved leaves of absence for Title IV financial aid states that a student is allowed leaves in a calendar year not to exceed 180 days; if the student takes subsequent leaves and less than one calendar year has elapsed, the leave of absence is not approved for Title IV purposes and the student is considered withdrawn.

One policy that has not changed but bears repeating is the following:

A student who stops attending during an approved loan period for any reason (approved leave of absence, medical, or otherwise), and who has future disbursements pending will have all future disbursements cancelled. It will be necessary to meet with the financial aid office to reapply for loans upon returning to school.

I certify that I have read and understood the implications of taking a leave of absence.

_____ _____

Student Name (please print) Student ID

_____

Program

_____ _____

Signature Date

Cc: Student

OFFICE USE ONLY:

Approved ☐

Denied ☐

_____ _____

Financial Aid Director Date

Revised 7/7/2011