

Health-Tech Institute of Memphis Leave of Absence Policy

There are unforeseen circumstances that may occur while enrolled and a student may need time off and must be absent from school. If these circumstances occur, a student can request a Leave of Absence.

All requests must be made to the Academic Affairs and Financial Aid departments by filling out a LOA form.

All requests are reviewed and approved under the discretion of both departments.

LOA will be approved for the following:

Financial

Employment

Health-related/Medical Reason

Other (Student will have to give full explanation)

If approved, a student's absence cannot exceed 180 days and the student must return on the day that was signed and approved on the LOA form.

If a student fails to return from an approved Leave of Absence, the student will be withdrawn from the institution using the date the student was supposed to return as the date of determination and the student's last day of attendance before the leave to calculate the Return to the Title IV calculation and institutional funds.