



## VERMONT COLLEGE OF FINE ARTS ACADEMIC POLICIES

### LEAVE OF ABSENCE POLICY

Approved: 6/17/10, Revised 6/14/2012

#### **POLICY:**

Enrolled students may request up to two consecutive semester-long leaves of absence from the program without jeopardizing their enrollment or their standing in the program.

#### **PROCEDURE**

Students must submit a written request for a leave of absence to the program office as detailed in the specific program sections of the Student Handbook. Students who wish to extend the leave of absence for a second semester must submit a second request in writing to the program office following the specific program guidelines.

Leave-of-absence status entitles the student to:

- Maintenance of files and records;
- Inclusion in all program mailing lists and receipt of program materials;
- Return to full participation in the program, upon written request by the student as detailed in the specific program sections of the Student Handbook. A \$50 non-refundable deposit must accompany this request. This deposit will be credited toward the student's account.

Students who do not return after two leaves of absence will be administratively withdrawn from the program. The date of last attendance prior to the LOA becomes the official withdrawal date. Students thus withdrawn who wish to return at a later date must apply for readmission by contacting the program director.

A student readmitted within five years of being separated from the program will receive credit for previous work done in the program. If a student reapplies and is accepted into the program after being separated from the program for more than five years, credit for work previously completed will be granted at the discretion of the program.

**IMPORTANT:** Leave of Absence status as described above does NOT constitute an "Approved Leave of Absence" as defined by federal financial aid regulations. Recipients of federal Title IV financial aid must be aware of the implications of a leave on their financial aid situation, the 180-day grace period, and repayment schedule. Students should discuss their individual situations with VCFA's financial aid counselor (877-612-2599).