

# California School of Culinary Arts Request for Leave of Absence

## LEAVE OF ABSENCE CONDITIONS

The following conditions may be considered:

- Medical (including pregnancy)
- Family Care (childcare issues, loss of family member or unexpected medical care of family)
- Military Duty
- Jury Duty

The following requirements apply: A student may be granted a Leave of Absence (LOA) if:

- LOA request is submitted in writing with supporting documentation within 20 days of their last date of attendance.
- The total time requested off must not exceed 180 days (cumulative) in a calendar period.

Prior to being granted the leave of absence, the student must be informed of the effects that a failure to return from an approved leave of absence may have on loan repayment, including exhaustion of some or all of the grace period (i.e., the Financial Aid Office must provide a student loan exit interview). Additionally, the student may not receive further financial aid disbursements until returning to regular status.

NAME \_\_\_\_\_ Student ID Number \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

PROGRAM OF STUDY: \_\_\_\_\_  
                                  *[PROGRAM NAME]*                                   *[DEGREE NAME]*

REASON FOR LEAVE OF ABSENCE (please attach supporting materials):

- MEDICAL                       FAMILY CARE                       TEMPORARY OUT / SESSION OFF  
 JURY DUTY                       MILITARY SERVICE

REQUESTED LEAVE DATES: Start \_\_\_\_\_ End \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_