A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education rather than as a withdrawal for the calculation of the return on Title IV funds. A leave of absence refers to the specific time period during an ongoing program when a student is not in academic attendance. It does not include non-attendance for a scheduled break in a student's program. The student who has an approved leave of absence is considered to remain in an in-school status.

To qualify for an approved leave of absence:

- A student must request the leave of absence in writing, signed, and dated prior to commencement of the LOA
- The “Request for Leave of Absence” form must be submitted to the Office of Financial Aid.
- The school must be able to determine that there is a reasonable expectation that the student will return to school.

A student may not request more than one LOA in a 12-month period, not to exceed 180 days.

The 12 month period would begin on the first day of the student's leave of absence.

The LOA does not involve additional charges by the school.

Upon the student's return from a LOA, the student is permitted to complete the coursework he/she began prior to the LOA.

Student's failure to return from a Leave of Absence will be subject to a Title IV refund calculation that may result in having a balance with the university, owing money to state and federal programs, and beginning loan repayment.

I am requesting a Leave of Absence beginning [last day of class attended] mm/dd/yy and returning [first day of resuming class] mm/dd/yy for the following reason(s):

_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________

Signature: ___________________________ Date: ___________________________

IMPORTANT NOTE:
Please submit this form to the Financial Aid Office, by fax or mail, prior to commencement of the Leave of Absence. If approved, you will be notified and are required to return on the date specified above. If you fail to return from the leave of absence, you will be immediately withdrawn from Hope International University and a Federal Refund Calculation will be performed that may reflect a balance due to the college and/or to the Lender and Loan programs. Your Lender will be advised of your withdrawal and your grace period for your loan(s) will reported as your last day of attendance at HIU.

Approved ___________________________ Denied ___________________________ Date ___________________________

Financial Aid Signature ___________________________ Notification to Student ___________________________