



**BACONE COLLEGE**  
**Student Application for Leave of Absence Status**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Semester LOAS is requested: FALL / SPRING / SUMMER YEAR \_\_\_\_\_  
Circle one

\*Reason for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Relevant documentation or additional explanation should be attached (i.e. military orders, doctor's recommendation, etc).*

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student Accounts: \_\_\_\_\_ Date \_\_\_\_\_

Student Accounts reviews with the student that is a Title IV, HEA program loan recipient, the effect that failure to return from the LOAS may have on the student's loan repayment. The LOAS applies to tuition and fees only. Room and board are exempt from the LOAS and follow the tuition refund time frame as stated in the Bacone College Catalog.

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**Submit to the Office of Academic Affairs**

Received by: \_\_\_\_\_ Date \_\_\_\_\_

Signature ADF or EXVPDF \_\_\_\_\_ Date \_\_\_\_\_

After the Associate Dean of Faculty or Executive Vice President and Dean of Faculty, signs this application, Academic Affairs assistant inserts information on LOAS spreadsheet and original packet is forwarded to Vice President of Finance for review and signature (confidential information is kept in the Office of Academic Affairs).

Signature VPF \_\_\_\_\_ Date \_\_\_\_\_

After the Vice President of Finance signs this application, the packet is returned to the Office of Academic Affairs for distribution: The original signature page, transcript, and "reason for request" (if in separate correspondence) is forwarded to the Registrar along with a copy of the approval letter that is sent to the student/applicant. The approval letter is also copied to: Financial Aid, Housing, Campus Police, and the student's instructors, advisor, coach, and scholarship/club coordinator.

Registrar's Office \_\_\_\_\_ Date Entered \_\_\_\_\_

*(Grade of LA will appear on transcript denoting Leave of Absence Status.)*

Rev 4/23/2015

Distribution list for: Leave of Absence Status (LOAS) form, LOAS Policy, and LOAS Procedure:  
Office of Academic Affairs; Business Office; Student Accounts Services; Registrar.



## **BACONE COLLEGE LEAVE OF ABSENCE STATUS POLICY**

### **Leave of Absence Status**

A student, who finds it necessary to leave Bacone College voluntarily due to personal or professional reasons, may apply for Leave of Absence Status (LOAS) of up to 180 days in a 12-month period. LOAS assures the student of readmission to the College without further paperwork or review by the Admissions Committee. Upon return, the student may continue his/her academic studies by retaking the specific courses previously enrolled in, or their equivalent in total credit hours, at no additional expense. In addition, the student may choose to re-enter the College under the academic catalog in effect at the time the LOAS was granted or may elect to enter under the current catalog. Students under full-time study may change to a later catalog at anytime.

The Office of Student Accounts will explain to a student that is a Title IV, HEA program loan recipient, the effect that failure to return from the leave may have on the student's loan repayment term. A student requesting a Leave of Absence Status must submit a completed, signed, and dated LOAS application ***prior*** to the requested leave time.

The LOAS application is available online at [www.Bacone.edu](http://www.Bacone.edu) as well as at the Office of Academic Affairs and the Registrar's Office and must be approved by the Office of Academic Affairs. The College's Business Office will approve the disposition of the student's financial obligations (if any) at the time of application for LOAS. *(Tuition and fees are the only expense reassigned to the next full-term semester. Room and Board charges are exempt from the LOAS Policy, and follows the tuition refund time frame as stated in the Bacone College Catalog.)* "LA" will appear on the student's transcript designating the Leave of Absence Status.