

## COMPTIA TECH CAREER ACADEMY LEAVE OF ABSENCE FORM

CompTIA Tech Career Academy (CTCA) understands that sometimes unavoidable situations require that a student needs time away from the classroom. A leave of absence (LOA) may be granted to a student if s/he faces certain conditions that are beyond his or her control. Such conditions include military deployment, jury duty, serious illness, debilitating injury, or a death in the immediate family. Documentation is required for all LOA requests.

Students should submit the request prior to the beginning date of the LOA, unless unforeseen circumstances prevent a student from doing so. A LOA is limited to a maximum of 180 calendar days or one-half of the published program length, whichever is shorter. See Leave of Absence Policy in the Course Catalog for full policy information.

Any student who seeks a leave of absence must complete the form below and submit it via email to [records@comptiatech.org](mailto:records@comptiatech.org). Students should also provide any documentation supporting the LOA request (a doctor's note is sufficient for medical leave requests). A reason for the request and the expected timeframe of leave must be clearly identified on the form so the institution has a reasonable expectation of the student's return. The granting, denial, and duration of a leave of absence will be done on a case-by-case basis at the sole discretion of CTCA.

### Student LOA Request

Student Name:

Student Address:

Student Telephone Number:

Date of Request:

Program Name and Location:

Dates of Leave: From \_\_\_\_\_ to \_\_\_\_\_

Reason for LOA Request:

Supporting Documentation Enclosed?

YES

NO

Signature of Student

Date