

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 in any 12 month period or one half of the published program length, whichever is shorter. See LOA 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 studentservices@comptiatech.org. Students should also provide any documentation supporting the LOA request. 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