



Change of Status Form

Name _____ Student ID _____ Date of Contact _____

Please mark the box that corresponds to your change of status and provide the information requested.

Course Schedule Change: (Please complete this section to add or drop courses.)

Last Date of Attendance _____ Anticipated Date of Return _____

	Course #	Course Title	Cohort# / Term Code	Day	Course Dates	Retake
Drop/Add						
Drop/Add						
Drop/Add						
Drop/Add						
Drop/Add						
Drop/Add						

Temporary Leave of Absence: (Please complete this section if you will be out of attendance for more than 45 days.)

Last Date of Attendance _____ Anticipated Date of Return _____

Reason for Requesting LOA: _____

Please initial each statement. Contact Financial Aid at 918-610-8888 if you have questions.

- _____ I have been given the current SGU-CWA Leave of Absence (LOA) policy.
- _____ I understand the terms of the policy and the conditions of my specific LOA.
- _____ I understand that I will not receive any additional disbursements of Title IV Funds during an LOA.
- _____ I understand I will not be assessed any additional charges on my student account during an LOA.
- _____ I have been informed of the consequences that will occur if I do not return by the expected date.
- _____ I will contact the Student Services department if I am unable to return when expected.

Program Withdrawal: (Please complete this section if you are completely withdrawing from St. Gregory's.)

Last date of Attendance _____

Please state the reason for withdrawal _____

Readmit: To _____ Beginning with _____ on _____
(Program/Group#) (Course #) (Date)

Matriculating:
From _____ To _____ Beginning with _____ on _____
(Old group #) (New group #) (Course#) (Date)

Please sign and date below:

I understand that course changes and withdrawals may affect my Financial Aid and fees might apply. (Please refer to the "Change in Student Status" and "Tuition Refund Policy" in the College for Working Adults Student Handbook.) I have read and understand the policies stated in the St. Gregory's - CWA handbook.

Student Signature _____ Date: _____

Office Use Only:

Date Received in Student Services _____

Student Services Approval _____

Charge Add/Drop Fee: Yes No

Financial Aid Approval _____

Accounting Approval _____

LEAVE OF ABSENCE

Students must request a leave of absence by contacting Student Services. If the student is a financial aid recipient, the student must meet with the Financial Aid office after initiating the Leave of Absence request with Student Services. An LOA is necessary for breaks in attendance that are more than 45 days. A student must request, sign, and return his/her Leave of Absence Request Form to Student Services on or before his/her last date of attendance in order for the LOA to be approved. Failure to meet these guidelines will result in an unapproved LOA. Unapproved LOA's will result in a return of funds calculation. Some funds may have to be returned to the lender while the student is out of attendance as a result of the calculation. If a student fails to return from a LOA, the student will be withdrawn from the university and a return of funds calculation will be completed. St. Gregory's University College for Working Adults may grant up to two leave of absences not to exceed 180 days in a 12-month period. It is the university policy that students are permitted only the amount of days absolutely needed for the leave. Generally, each leave may not exceed 90 days in length. During an approved LOA the student is not considered withdrawn, and for those students with Title IV funds no Return of Funds Calculation is required. However, a LOA may impact loan and/or grant disbursement dates and amounts that have been awarded. A student on an approved LOA will not be eligible for loan disbursements and no additional charges will be placed on the student's account.

Required Documentation

A Leave of Absence (LOA) will be considered an approved leave of absence if St. Gregory's University determines that there is a reasonable expectation that the student will return. In addition, the student must follow the St. Gregory's University policy in requesting the leave of absence. **The student must complete a Leave of Absence Request Form, sign, date, and return the form to Student Services on or before the last date of attendance before the leave of absence is scheduled to begin.** The request must include the reason for the leave. Leave of Absence Requests forms are available in the Student Services office. **This procedure must be followed or your LOA request will be denied. You will be withdrawn from the university and re-admitted to your next scheduled course.**

Unforeseen Circumstances

Unforeseen circumstances are defined by St. Gregory's University as family and medical emergencies, death in the family, military requirements, course cancellation, course offerings, and natural disasters. Unforeseen work-related LOAs will be processed and approved on a case by case basis. **For a Leave of Absence to be approved after the last date of attendance it must meet the institution's definition of unforeseen circumstances and the LOA Request Form must include the student's signature. St. Gregory's University may approve a LOA request due to unforeseen circumstances if the institution documents the reason for its decision and the student provides appropriate documentation that substantiates the unforeseen circumstance to the Student Services office within 35 days from your last date of attendance.** A Return of Title IV Funds calculation will be completed if the student does not provide appropriate documentation to Student Services within the given timeframe, if the LOA request is denied, or if the LOA form is not signed by the student. Although a LOA request form is still required, St. Gregory's University will waive the requirement for aforementioned documentation for a Leave of Absence for a student who is directly affected by a federally declared disaster; serving on active duty during a war or other military operation or national emergency; performing qualified National Guard duty during a war or other military operation or national emergency; or resides or is employed in an area declared a disaster area by any federal, state, or local official in connection with a national emergency. However, in order to be in compliance with the federal government, St. Gregory's University must deny a LOA Request where the student's signature is missing from the form.

Mid Course Leaves of Absences

A mid-course leave of absence will only be approved due to an unforeseen circumstance. In order to approve a mid-course LOA, the student must sign the LOA paperwork as well as provide documentation to support the unforeseen circumstance. To ensure that no additional charges will be placed on a student's account during a leave of absence due to unforeseen circumstances, charges for the course which the student is taking when the unforeseen circumstance occurs will be reversed from the student's account.

Leave of Absence Extensions

A student may request an extension on a leave of absence if there are unforeseen circumstances that prohibit the student from returning to class on the anticipated date of return listed on the original leave of absence paperwork. For an extension to be approved, a student must be on an approved leave of absence. If a student is already on a denied leave of absence and asks for an extension, the extension will be denied. In order to extend an approved leave of absence, the student must contact student services to complete additional paperwork as well as provide documentation regarding the unforeseen circumstance before the student's anticipated date of return. Both the original leave of absence and the extension cannot exceed 90 days in length.

Number of Approved Leaves

St. Gregory's University may grant a maximum of 2 non-consecutive Leaves of Absence in a 12-month period. The count will be based on the number of days between the last date of attendance and the re-entry date. The initial last date of attendance is used when determining the start date for the 12-month period referred to above.

Completion of Course Requirement

Students who return from a LOA must complete one course before an additional LOA request will be approved. Students who need to leave school prior to the completion of a course may drop the course, but appropriate charges will apply (see the Tuition Refund Policy section of the Student Handbook). A Return of Title IV funds calculation will be completed if the student is out of attendance for more than 45 days after dropping said course.

Leave of Absence as a Result of Transfer Credit

If a Leave of Absence is a result of a transfer credit, the leave of absence will not count toward the 2 leave of absence limit; however, the days the student is on Leave of Absence will count toward the 180 day maximum. Transfer credits are defined as coursework previously completed from an institution that substitutes credits in the student's program of study. Students are required to complete LOA paperwork if the transfer credit will result in them being out of attendance for more than 45 days.

Completion of Coursework upon Return

Title IV regulations indicate that upon the student's return from a LOA that was started mid course, the student should be permitted to complete the coursework they began prior to the LOA. Therefore, St. Gregory's University extends to all students the ability to make up their coursework upon their return by retaking the course or by starting a new course in the program. If a student returns to repeat prior coursework, the student is still considered to be on a LOA until the point in the course when the student began the LOA. The days the student spends in class before the course reaches the point at which the student began the LOA will be counted in the 180 days maximum for an approved leave of absence.

LOA Returns Prior to the Scheduled End Date

Students may return early from an approved LOA prior to the LOA end date. The LOA will be shortened to the student's return date. In the event that the student returns to the same course the return date will be the point in the course when the leave took place. The student will still be considered on LOA until the course reaches the point at which the student began the Leave.

Failure to Return

Failure to return from Leave of Absence on the date specified on the Leave of Absence Request Form will result in the student being withdrawn from the program and a Return of Title IV funds calculation being completed. Failure to return from an approved LOA may affect student loan repayment terms, including the exhaustion of some or all of the six month grace period that student loan recipients are granted before their loans go into repayment. A student on an approved Leave of Absence will be considered enrolled at St. Gregory's University and therefore their LOA will not impact their six month grace period. If a student does not return from an approved Leave of Absence, the withdrawal date will be the last date of attendance and the time where the student is out of attendance will count against the student's six month grace period.

Withdrawals

Students who withdraw from an enrolled class before it is completed must contact Student Services to complete necessary paperwork. The student will then be responsible for any outstanding balances owed to St. Gregory's University. If the student plans on doing a complete withdrawal, he/she must contact student services. A copy of the withdrawal form will be given to the Accounting office for settlement of the student's account. A return of funds calculation will be completed for all Title IV recipients.

RETURN OF FUNDS CALCULATION*

A student who has completed more than 60% of their coursework in the payment period has earned all of their federal financial aid according to Title IV regulations. A student who has not completed more than 60% of their coursework in the payment period will not be eligible for all Title IV funds that they received. A school has 45 days from the date the school determines that the student withdrew to complete a return of funds calculation and return all unearned funds to the lender or federal government per the results of the calculation.

*** A return of Title IV funds will not be calculated for students that are on an approved LOA, unless said LOA remains unsigned by the student, or the student does not return from his/her approved LOA on the date listed on the LOA Request For**