



**Policy Title:** Title IV Leave of Absence

**Policy Number:** FAO.600.6

**Policy Owner:** VP for Administrative Affairs

**Responsible Office:** Office of Financial Aid

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## **1. Purpose and Scope**

The Title IV Leave of Absence (LOA) policy and procedure describes the guidelines that must be adhered to for students receiving federal student aid that want to take a temporary leave of absence from their program of study.

## **2. Policy**

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring NAU to perform an R2T4 calculation. For a LOA request to qualify for approval:

- NAU must have a formal written policy regarding leaves of absence requiring that all requests for leaves of absence be submitted in writing and include the reason for the student's request.
- The student must request, and the school must approve, the LOA in accord with NAU's policy.
- There must be a reasonable expectation that the student will return from the LOA. This condition is specified to make clear that a school may not grant a student an LOA merely to delay the return of unearned Title IV funds.
- NAU may not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student is not eligible for any additional Title IV aid.
- The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
- Except in a clock-hour or nonterm credit-hour program, a student returning from an LOA must resume training at the same point in the academic program that he or she began the LOA.
- If the student has a Title IV loan, NAU must explain, prior to granting the LOA, the effects of failing to return from an LOA may have on the loan repayment terms, including the expiration of the grace period.

## **3. Procedure**

Students may request a LOA by contacting their Department Chair in advance, unless unforeseen circumstances prevent the student from doing so (i.e., hospitalization). The request must specify the reason for the temporary absence. The Financial Aid Office will be notified via Jenzabar of any students requesting an LOA who are also receiving Title IV aid. Prior to granting a LOA, all Title IV recipients must complete the Financial Aid Leave of Absence Request Form which details the impact a LOA may have on their financial aid, including grace period exhaustion. All loan recipients are instructed to complete Exit Counseling on the form. Once the completed form has been received, the Financial Aid Office will approve the student's request via Jenzabar. The Registrar's Office will continue processing the LOA and will update NSLDS Enrollment Reporting accordingly. If the student fails to return within 180 days, the Registrar's Office will report the student as withdrawn.

Students granted an approved LOA remain in an in-school status for Title IV loan repayment purposes. These students are not considered to be withdrawn and no return of Title IV calculation is required. However, if a student does not meet the LOA criteria, the student is considered to have ceased attendance from the institution and a Title IV return of funds calculation is required if the student received federal aid.

## **4. Who Should Read This Policy**

- Students
- Financial Aid Office
- Registrar's Office
- Student Accounts Office

## **5. Related Documents and References**

- [Financial Aid Leave of Absence Request Form](#)