

Leave of Absence Policy

Effective Date: April 1, 2010

1.1. Policy Statement:

- 1.1.1. Students at Ashton College should be permitted, in limited circumstances, to apply for a leave of absence from a course or program.

1.2. Procedure:

- 1.2.1. An enrolled student, who wants to take a leave of absence from a course or program, must submit an application for leave of absence to the Office of the Registrar.
- 1.2.2. The leave of absence start date will either fall on the end of course date or before the start of a course. Otherwise, the student will need to repeat the course and pay the current course tuition.
- 1.2.3. Under no circumstances, may the leave of absence exceed one hundred and eighty (180) calendar days, which is calculated from the Leave of Absence Start Date.
- 1.2.4. The student will need to give one (1) month's written notice to the Office of the Registrar as to their date of return to Ashton College, which is subject to classroom seating availability.
- 1.2.5. If any changes have been effected to the student's course or program during his/her leave of absence, the student shall be required to adhere to the current requirements of the course or program.
- 1.2.6. In the event that the student fails to return within the maximum time stated above, the student's registration shall be deemed to have been cancelled.

1.3. Relevant Form(s):

- 1.3.1. Leave of Absence