

## **SH'OR YOSHUV RABBINICAL COLLEGE**

### **LEAVE OF ABSENCE**

Under specific circumstances, a student may be granted an approved leave of absence for Title IV purposes. To request a leave of absence, the student must follow the procedures listed below:

The student must submit a request for a leave of absence in writing to the Rosh HaYeshiva, Rabbi Naftali Jaeger. The request must be signed and dated and must include the reason for which the student is requesting a leave of absence. The request will be reviewed by the Rosh HaYeshiva within ten days of submission. The request and the determination will be forwarded to the registrar's office and will be placed in the student's academic file. Notification will also be sent to the student and the financial aid office.

The student must submit the request and receive the approval prior to beginning the leave of absence. The exception would be unusual circumstances where it was not possible for the student to make the request prior to the start of the leave of absence, i.e. if the student was in a car accident or other unforeseen emergency/disaster. If unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence. In this case, the institution will document its decision and collect the written request at a later date.

A student will only be granted a leave of absence if it can be reasonably expected that the student will return from the leave of absence on time. The leave of absence, together with any additional leaves of absence, must not exceed a total of 180 days in a 12 month period. Shor Yoshuv Rabbinical College will not assess the student any additional institutional charges or award the student any additional Title IV aid during this time period. Upon the student's return from the leave of absence, the student must resume his coursework at the same point in the academic program that he began prior to the leave of absence.

Students on an approved leave of absence will not be considered withdrawn from the institution and no refund calculations will be made for Title IV financial aid received. Students who do not resume attendance at the institution at or before the end of a leave of absence will be considered withdrawn from the institution as of the initial start date of the leave of absence and refunds will be calculated accordingly.