



LEAVE OF ABSENCE POLICY

Approved Leaves of Absences (LOA) are viewed as temporary interruptions in a student's attendance. Students may qualify for an approved LOA if they are affected by extreme circumstances beyond their control such as serious health issues, catastrophic events, a death in the family or other family emergency situations. An approved LOA should be no longer than one full semester. A full semester is defined as two eight-week undergrad sessions or four, five-week graduate sessions. In any event, a student may not exceed a total of 180 days of days on approved LOA within a 12-month period, whether accrued from one or more LOAs.

A student must formally request an LOA in writing ([NECB Petition for Leave of Absence](#)) through the Registrar's Office. Proper documentation relating to the circumstances prompting the request may be required to support the leave. The request must be submitted prior to last date of attendance. However, if unforeseen circumstances prevent a student from providing a prior written request, the college may grant the student's request for a Leave of Absence if the college documents its decision and collects the written request at a later date, but in no case later than fourteen days after the last date of attendance.

The request must explain in adequate detail why the leave is being requested. The request must contain the last date of attendance or the anticipated last date of attendance, as well as the anticipated date on which the student intends to return. The request must be signed and dated by the student and submitted to the Registrar via email at: registrar@necb.edu or via facsimile at: 617-951-2533.

The College's decision to approve or deny the formal LOA request will be provided in writing no later than three (3) business days after the completed and signed LOA form is received. The College retains sole discretion as to whether or not to grant any LOA request and there is no appeal process.

If the student does not return by the date indicated on their LOA form as their anticipated return date, AND the student provides no additional notification or communication to the Registrar's Office about not returning on that date, the student will be administratively withdrawn from the College.

If a student has registered or scheduled future courses, prior to taking LOA, the student is responsible for dropping those courses in the event they do not return from LOA, either on anticipated return date or not at all, or they will be financially responsible for those courses. The College's course drop policy applies to the timeline for dropping these courses.

Students granted an approved LOA will not be considered to have withdrawn, and no Return to Title IV calculations will be required. The College will not assess the student any additional institutional charges, the student's need may not increase, and therefore, the student will not be eligible for any additional Federal Student Aid until they complete the funding plan.

Additionally, all Title IV students applying for a leave must contact the College's financial aid department to be counseled on any possible financial aid implications prior to the leave. Implications may include but not be limited to: adverse effects on the student's loan repayment terms as well as the exhaustion of some or all of a student's grace period.

NOTE: This policy and application form can also be found on the [NECB website](#) under the Policies and Disclosures.