



Salt Lake Technical College

APPROVED LEAVE OF ABSENCE REQUEST FORM

Part I: Instructions

- Students may request a "Leave of Absence" for up to 45 calendar days.
- *Read the SLTC Approved Leave of Absence Policy (next page).*
- Form must be filled out prior to leave and submitted to Student Records Management, via email: satrecords@slcc.edu.
- If circumstances are such that the student cannot fill out the form, an advisor, instructor or family member may submit the request for approval.

Part II: Student Information

Student ID#: _____ Name: _____

Date leave starts: _____ Date of expected return: _____

Are you currently receiving Financial Aid or VA benefits? YES _____ NO _____

I understand that failure to return from the leave of absence by expected return date or check back in with Student Records Management, may result in termination from my program of study. Students checking back in may send notice to satrecords@slcc.edu or call one of the following numbers: 801-957-3353, 801-957-3357 or 801-957-3377.

STUDENT SIGNATURE _____ DATE _____

For SLTC Student Records use:

Approved: _____

Date: _____

Return Date: _____

Student Returned: YES _____ NO _____

Leave of Absence Policy

The Salt Lake Technical College (SLTC) allows students to have up to 45 days leave of absence (LoA) for the duration of their entire training program. LoA days do not renew with a new calendar or College term year. Students who transfer into another program are allowed to have an additional 45 days leave of absence for that new program.

College closure days, Sundays and holidays (as defined by school academic calendar), won't be counted against the student. The 45 days do not have to be consecutive days, students may define the actual days of leave up to 45 days total.

It is the responsibility of the student to request and submit a leave request. Unless circumstances are such that the student cannot fill out the form, an advisor, instructor or family member may submit the request for approval.

Students, who don't return within the defined leave days, are subject to an administrative program withdrawal. Students can reenroll when they are able to return to training.

Procedure

A leave of absence form must be submitted in advance by the student (*Leaves can only go back 4 days in arrears*). Unless circumstances or situations are such that it is not possible for the student to do so, advisors, instructors or family members may submit the request on their behalf.

- All requests must be submitted to SLTC Student Records Management for approval via Email: satrecords@slcc.edu.

Students must check back in with Student Records Management, on or before the leave date expires. Failure to check back in will result in an administrative withdrawal from training. Students checking back in from leave may email satrecords@slcc.edu or call the following numbers; 801-957-3353 or 801-957-3377.