

Financial Aid Leave of Absence Policy

Students that would like to apply for a Leave of Absence must make an appointment with the Director of Financial Aid. At that time, the student will be required to provide a letter explaining the situation that is request for the leave of absence. The student must also provide any documentation to support the reason for the leave of absence.

Some examples of approved leave of absence:

-Student is taking several mini semesters during a 16 week term. The classes have a break of 30 or more days. The student submits in writing the intent to complete the upcoming mini semesters.

-Student is in a clock hour program. Student is leaving the current semester, but is registered for and has paid for the upcoming semester in which the will complete their required clock hours for the payment period.

If a student fails to return from an approved leave of absence, the student may owe back unearned funds to Alamance Community College and/or Department of Education and/or the State of North Carolina.

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