



HOLMES UNIVERSITY FLORIDA

Withdrawal and Leave of Absence

Leave of Absence

An application for a leave of absence (i.e. a temporary suspension of studies) can be made at any stage during the academic year, before the end of the final semester of studies. All applications will need to be supported by strong evidence that the learner cannot continue their studies that semester. The University reserves the right to refuse an application should the supporting evidence not be sufficient. If the application is successful, the learner must arrange for payment of the remainder of their program fees before a successful application is granted. The applicant may return to their studies the following semester.

A leave of absence (LOA) may be granted if a student meets the following requirements: (i) the student has made a written request for a leave of absence, preferably using the University's approved form; (ii) the leave of absence involves no additional charges for the student, (iii) the University has approved the leave of absence request in writing, (iv) the leave of absence is no longer than one quarter and (v) the student is in good standing with the institution. If a student fails to return from a leave of absence, the student will be dropped from the program 15 calendar days after failing to return to classes. An additional leave of absence may be granted for the following specific reasons: poor health, family crisis, or other extreme circumstances outside the student's control. Requests for additional leave must be submitted in writing within 20 days of the qualifying circumstance and be approved by the Campus Director and the financial office. The student is limited to two leaves of absence during each 12-month period. The total number of days of all leaves of absence cannot exceed 180 days in any 12-month period. An LOA may affect future financial aid eligibility, availability of classes and will extend the student's completion date.

The following specific policies apply to leaves of absence:

- Students making tuition payments to the University remain under that obligation during the LOA.

Source: Holmes University Florida Academic Catalog 2026/27, "Leave of Absence", p. 30; "Termination by Student" / "Effect of Termination", p. 29. Where there is any inconsistency between a policy and the Academic Catalog, the Academic Catalog prevails.