



EF International Language Campuses

Leave of Absence/Break in Studies Policy

A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. In order to take a leave of absence:

1. A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, s/he must be withdrawn.
2. Except under the circumstances identified in #3 below, the leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
3. **A student enrolled under a F-1 or M-1 visa may be granted leaves of absence or vacations in accordance with the regulations of the Department of Homeland Security and the following guidelines: (a) in emergency situations such as a serious illness or a death in the immediate family. Unless otherwise stipulated and documented, the leave is not to extend beyond 50% of the length of period for which the student applied; (b) a vacation policy that allows students to accumulate vacation over an extended period of study. At EF, a student must study continuously for ten (10) weeks or longer before a break in study will be granted. Academic Year and Semester students have scheduled breaks in study; additional breaks will not be granted except in emergencies. Length and frequency of vacations must not impede student progress and must be reasonable within the context of the institution's curriculum; (c) an extended absence whether it be for a leave of absence or vacation (more than four weeks) may require retesting upon reentry into the program.**
4. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.
5. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
6. EF will document its approval of the leave of absence request in accordance with its published policy.

7. EF will not assess the student any additional charges as a result of the leave of absence.

8. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item # 2 or # 3.



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Request for Break in Study ("vacation")

I, _____, request a break in study starting _____ and
(Name) (date)
ending _____.

The reason for this break is _____

I understand that if my break is 4 weeks or longer, I may be required to retake the placement test, as my language level may have changed.

I understand that I am only eligible for a break in study after attending classes for 10 weeks consecutively and if I am a student in good standing (attendance at 80% or above/90% for UP) with a C+ average and that I must adhere to SEVP regulations as a student on an F-1 student visa.

I may or may not be eligible for a refund if I choose not to add the time taken off to study longer at the end of my studies. My eligibility is subject to the refund conditions as stated in the brochure or the California Enrollment Form. I will not be eligible for any refund if I do not return from my break in study and do not notify EF within 5 days of the missed return date.

Student signature

I grant a break in study to _____.
(student name)

Authorized signature

Date