



## **STUDENT LEAVE OF ABSENCE AND REDUCED COURSE LOAD POLICY**

*Cultural Center for Language Studies*

### **Leave of Absence**

In emergency situations, such as urgent family, business, or personal matters a leave of absence is given when a student must be out of the United States, but considered to be continuously enrolled. The authorized early withdrawal allows the student to stay abroad for up to five months and return to the USA on his current I-20 and visa. If the student does not return within five months, the student will need to request a new I-20 with a new SEVIS ID from CCLS in order to obtain reentry. USA. The student's current I-20 will be invalid for reentry after being outside of the USA for more than five months.

Students' language proficiency will be assessed orally and/or written upon reentry to the language program.

### **Eligibility requirements:**

1. Maintained valid F-1 status, per United States Customs & Immigration Service (USCIS) policies. If on academic probation, the student must show he has worked on improving his grades and/or attendance record.
2. Fulfill all outstanding financial obligations.
3. Submit, in writing, a formal notification of intent, including intended beginning and end dates for the leave of absence (including next intended enrollment date).

### **Medical Leave (Reduced Course Load) Policy:**

In emergency situations, such as documented illness, students will be allowed to take a reduced course load in which time the student remains in the United States. The student may be placed on Reduced Course Load (RCL) for the period of time determined by a USA licensed medical professional. As per SEVP regulation, the RCL may be extended not to exceed twelve months during the student complete program of studies in the USA. Students on RCL must resume their program of studies upon expiration of their doctor's leave of absence request. If the RCL ends while a session is in progress, the student will be allowed to wait for the next available session if he has missed more than 40% of the session in progress.

### **Eligibility requirements:**

1. Maintained valid F-1 status, per United States Customs & Immigration Service (USCIS) policies. If on academic probation, the student must show he has worked on improving his grades and/or attendance record.
2. Fulfill all outstanding financial obligations.
3. Submit, in writing, a formal notification of intent.

### **The request must include:**

1. Intended start and end dates for the reduced course load (including next intended enrollment date).

2. Note from a licensed US medical professional that evidences the student's need to take a reduced course load.

CCLS runs on a two-month course schedule, and we do not offer the same courses every term. Students should note that CCLS cannot guarantee that the course they require will be offered upon their return. In cases where students cannot continue their course of study at CCLS, they will be able to transfer out.

***Failure to satisfy the requirements of this policy may result in termination of the student's USCIS record.***