



SCHOOL OF APPLIED TECHNOLOGY
APPROVED LEAVE OF ABSENCE REQUEST FORM

Part I: Instructions

- In extenuating circumstances, students may request a "Leave of Absence" for up to 30 calendar days.
Read the SAT Approved Leave of Absence Policy (next page).
Form must be filled out prior to leave and submitted to Student Records Management, Fax, 801-997-3353, email satrecords@slcc.edu or in person at South City campus, room SCC 1-138.
If extenuating circumstances are such that the student cannot fill out the form, an advisor, instructor or family member may submit the request for approval.
NOTE: The use of a Leave of Absence for vacations, wedding, honeymoon, family reunions, inability to pay tuition, etc., are not authorized.

Note: Part II: Student Information

Student ID#: \_\_\_\_\_ Name: \_\_\_\_\_

Date leave starts: \_\_\_\_\_ Date of expected return: \_\_\_\_\_

Reason for Request (check one)

- Extended illness of self or family member \_\_\_\_\_
Death in family \_\_\_\_\_
Hospitalization \_\_\_\_\_
Military service \_\_\_\_\_
Child Care \_\_\_\_\_
Jury Duty \_\_\_\_\_
Court Date \_\_\_\_\_
Work Schedule \_\_\_\_\_

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, will result in termination from my program of study. Students checking back in from leave may call the following numbers; 801-957-3353, 801-957-3357 or 801-957-3377.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR SAT ENROLLMENT SERVICES USE:

Approved: \_\_\_\_\_
Date: \_\_\_\_\_
Return Date: \_\_\_\_\_ Student Returned: YES \_\_\_\_\_ NO \_\_\_\_\_

## Leave of Absence Policy

The School of Applied Technology allows students to have an “approved” leave of absence from their training programs for *extenuating* circumstances. The School of Applied Technology allows students to have up to 30 days leave of absence for the duration of the training program that they are registered into. Students who transfer into another program are allowed to have an additional 30 days leave of absence for that new program.

Non- instructional days, Sundays and holidays (as defined by school academic calendar), won't be counted against the student. The 30 days do not have to be consecutive days, students may define the actual days of leave up to 30 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. **NOTE: The use of a Leave of Absence for vacations, weddings, honeymoon, family reunions, inability to pay tuition, etc., are not authorized.**

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.

Extenuating Circumstances such as:

- Hospitalization
- Child Care
- Death in the family
- Extended illness of self or family member
- Work schedule
- Military service
- Jury Duty
- Court Dates

### 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. In those cases, advisors, instructors or family members may submit the request.

- All requests must be submitted to Student Records Management for approval.  
Fax: 801-997-3353, email [satrecords@slcc.edu](mailto:satrecords@slcc.edu) or in person at South City Campus, room SCC 1-138.

**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 call the following numbers; 801-957-3353 or 801-957-3377.**