

# Leave of Absence/Withdrawal

You must officially withdraw by completing a **Leave of Absence/Withdrawal** form with Enrollment Services. Once the form has been processed by Enrollment Services, the Financial Aid Office will be notified and your financial aid will be revised accordingly. Please review important information about your financial aid below. In addition, you should be aware there is no financial aid available for non-credit internship terms or other terms during which you are not considered to be enrolled at ArtCenter.

## REFUND POLICY

<https://inside.artcenter.edu/go/fa>

If you withdraw after the term begins, adjustments to tuition charges and financial aid will be calculated which may result in a tuition balance owed to ArtCenter. Please refer to your Student Account Statement and to the Refund Policy in the ArtCenter Student Handbook and to the Return of Title IV Funds Refund Policy at <https://inside.artcenter.edu/go/fa>

## FEDERAL DIRECT LOANS

<https://studentaid.gov>

Borrowers are required to complete Exit Counseling when they leave school or drop below half-time.

Federal Direct Loans have a six month grace period before repayment begins. If you **take two terms off consecutively**, you will enter into repayment.

Loan disbursements scheduled for your Leave of Absence term will be canceled or returned to your lender.

Plan for your return. PLUS borrowers must apply for a Direct PLUS Loan each year to cover all terms. Allow several weeks for processing.

Direct Loans - Repeat borrowers awarded for the term in which they will return must accept their loans on the Financial Aid Dashboard.

## PRIVATE LOANS

<https://inside.artcenter.edu/go/fa>

**Contact your lender to understand your grace period and repayment plan options as they vary.**

Loan disbursements scheduled for your Leave of Absence term will be canceled or returned to your lender.

It is up to you to apply for a private loan each year. Plan for your return. Allow several weeks for loan processing.

## FEDERAL WORK STUDY

You may not work under the Federal Work Study Program while you are on a Leave of Absence.

## SCHOLARSHIP POLICY

<https://inside.artcenter.edu/go/fa>

Scholarships will be placed on hold while you are on Leave of Absence term.

You may take a maximum of two consecutive Leave of Absence terms to retain your scholarship.

Students who take three consecutive Leave of Absence terms will forfeit their scholarship. Please note that a non-credit Internship is considered a term off.

Students are eligible to apply for Portfolio Review while on an approved Leave of Absence. It is your responsibility to know the requirements and deadlines.

## CAL GRANT RECIPIENTS

<https://mygrantinfo.csac.ca.gov/>

In order to hold your Cal Grant while on leave, you must update your enrollment status at

<https://mygrantinfo.csac.ca.gov/>

Students may not exceed four Leave of Absence terms in the Cal Grant program. This includes any term when you may have been on leave before using your grant here or at another school. It is your responsibility to keep track of the number of Leave of Absence terms you have used at WebGrants4Students.

## CAL GRANT DEADLINE (New Applicants)

March 2 – New Cal Grant application deadline for GPA Verification and FAFSA or CADAA application

## FINANCIAL AID DEADLINE

March 2 - Financial Aid Priority Deadline each year - Complete your FAFSA at <http://fafsa.gov>

## FEDERAL SAP POLICY

<https://inside.artcenter.edu/go/fa>

If you withdraw after the term begins, your ability to receive aid in the future may be affected. You must meet minimum federal SAP standards to retain your federal student aid. Review the SAP policy on Inside.