

Students who wish to take a semester or two off from CCA, with the intention of returning, should go through the **Leave Of Absence** process. Students who wish to leave and do not intend to finish their studies at CCA must officially notify the college by going through the **College Withdrawal** process. See the Student Handbook for policies on leave of absence and college withdrawal:

[www.cca.edu/students/handbook/leaveofabsence](http://www.cca.edu/students/handbook/leaveofabsence)

## Why should I file a leave of absence form?

- Students who are on an approved leave of absence may participate in online Priority Registration and their CCA email account remains active. Students who do not file will have to submit a Return to Active Status petition in order to return to CCA; for details see: **How do I register at CCA after my leave?**

**IMPORTANT:** Students who are registered for classes, live in the residence halls, use CCA health insurance, or are international students, are responsible for understanding the effects of taking time off from school. Stay aware of add/drop deadlines, housing contracts, health insurance policy, student visa regulations, etc, that may be affected by taking a leave.

## How many semesters can I take off?

- Students may take a leave of absence from the college for a maximum of two consecutive semesters. See Handbook for more details.

## How do I obtain approval for a leave of absence?

- Students must meet with the Assoc/Asst Director of Advising in the Oakland or San Francisco Advising Office for a brief exit interview. Contact us at [AskAnAdvisor@cca.edu](mailto:AskAnAdvisor@cca.edu) to make an appointment.
- Following the exit interview:
  - International students only: collect an approval signature from Intl Student Affairs & Programs (ISAP) office.
  - Submit form to the Advising or Student Affairs Office on either campus.

## How do I receive a tuition credit or refund?

- *If you drop all classes during add/drop:* **Before dropping all classes** students with federal financial aid should meet with a financial aid counselor to see if they are eligible for a refund (see gray box above). Otherwise a student receives a full tuition refund if they drop all classes before the end of the Add/Drop Period (the first two weeks of the semester). Once a student's classes are dropped, all tuition will be refunded except for the \$115 non-refundable registration fee and any other applicable charges.
- *If you withdraw from all classes:* After the Add/Drop Period a student may withdraw from classes but remains liable for all tuition and fees for the semester. **Before withdrawing from all classes** students with federal financial aid should meet with a financial aid counselor (see gray box above). If a student must leave the College because of an unforeseen circumstance during the Withdrawal Period, they may petition the Policy Review Committee (PRC) for a partial tuition credit. Such requests may be granted at the committee's discretion based on documentation provided by the student. See the CCA Student Handbook for details ([www.cca.edu/students/handbook/tuitionrefund](http://www.cca.edu/students/handbook/tuitionrefund))

## **ATTENTION students with federal financial aid:**

Students who drop or withdraw from all classes may need to begin repayment of their student loans. Furthermore, the College is required by law to return a portion of federal financial aid proportional to the amount of the semester that the student has completed. Students are required to repay these funds to the college. Students should consult with CCA financial aid counselors on these matters before they drop or withdraw from classes.

## How do I register at CCA after my leave?

- Students on an official Leave of Absence will receive an email at their CCA email address with information about Priority Registration for the upcoming semester. Be sure to check your CCA email and review the Priority Registration schedule:

[www.cca.edu/students/handbook/registration](http://www.cca.edu/students/handbook/registration)

- Students who have been absent from the college for more than one year, including those who did not request an official leave, must complete a *Return to Active Status* petition, obtained from the Student Records Office. The petition must be received by the first business day in August for students intending to return for the following fall semester, and by the first business day in November for students who intend to return the following spring semester. Students with questions regarding this process should contact the Student Records at [studentrecords@cca.edu](mailto:studentrecords@cca.edu).

If the petition is accepted, the student will be subject to academic requirements *in effect at that time*. Students are responsible for the degree requirements *in effect at the time of their return* to CCA.

- Taking a leave does not affect your eligibility to enroll in CCA summer or extended education classes.

## Can I take classes outside of CCA while I'm on an official leave of absence?

- If you wish to receive credit for coursework taken outside of CCA while on leave, you will need to submit a *Transfer Credit Approval* form, available at the Student Records Office, prior to enrolling in the classes at another college.
- Students who transferred fewer than 60 units when they matriculated at CCA may transfer a maximum of 12 additional units towards their undergraduate degree; students who transferred 60 or more units when they matriculated may transfer a maximum of 6 additional units. Students are required to complete the last 30 units of their degree in residence at CCA (see Senior Residency in the Student Handbook).

*If you have additional questions, please contact any of these offices:*

Advising	Financial Aid	Student Accounts	Student Records
<a href="mailto:AskAnAdvisor@cca.edu">AskAnAdvisor@cca.edu</a>	<a href="mailto:finaid@cca.edu">finaid@cca.edu</a>	<a href="mailto:studentaccounts@cca.edu">studentaccounts@cca.edu</a>	<a href="mailto:studentrecords@cca.edu">studentrecords@cca.edu</a>
Colette Walker (Oak) 510.594.3728	Oakland 510.594.3792	Oakland 510.594.3646	Oakland 510.594.3643
Marianne Beck (SF) 415.703.9567	San Francisco 415.703.9530	San Francisco 415.703.9578	San Francisco 415.703.9579