



## **ESLA Student Vacation/Leave of Absence Policy**

In order to be eligible for a vacation, students need to be in good academic standing. Our vacation policy allows students to take a break without the missed days of the designated vacation period being counted as absences. To be eligible, a student must receive approval from the administration.

### **Eligibility Requirements include:**

1. Students completing two quarters are eligible for a one month vacation except during the week of the midterms or finals. If a student decides not to take any time off after the completion of two consecutive quarters, he/she would be eligible to take a quarter (three months) off upon the completion of four quarters (12 months).
2. In emergency situations, such as serious illness or a death in the immediate family, students will be allowed to take a leave of absence not to extend beyond 50% of the length of period for which the student applied, unless otherwise stipulated and documented.

### **Prior to beginning a Vacation, a qualifying Student must fulfill the following requirements:**

1. Good academic standing and maintaining a cumulative 70% or higher
2. Maintained valid F-1 status, per ESLA's satisfactory academic progress policy and United States Customs & Immigration Service (USCIS) policies.
3. Fulfill all outstanding financial obligations
4. Submit, in writing, a formal notification of intent to take Vacation one week before the end of the session.

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

1. Intended begin and end dates for the Vacation (including next intended Enrollment date)
2. General plans (i.e. travel domestically and/or internationally, etc.)
3. F-1 Students who qualify for a vacation must pay a Registration Fee before their I-20 can be registered for the vacation semester. Failure to remit the registration fee will result in Termination of the Student's F-1 record.

### **Additional Criteria:**

1. Students are encouraged to utilize the breaks at the conclusion of each quarter for travel. Although, vacations during the middle of a quarter are discouraged, ESLA is aware that situations may arise that necessitate time off. If a leave of absence is granted to a student after the start of a quarter, the student is responsible for making up assignments and exams.
2. A minimum score of 70% must be attained on the Final Exam in order for the student to progress to the next level of instruction.
3. Students returning from a vacation/leave of absence exceeding eight weeks in duration may be required to retake the placement test.

***Failure to satisfy the requirements of this policy will result in Termination of the Student's USCIS record.***