



1. We will confirm your date of Leave based on your last date of academically related activity.
2. Application for a Leave of Absence (LOA) in good standing from the Cleveland Institute of Music requires the attached request form to be completed by the student and signed by the student's major teacher(s). The student must then obtain, in order, the signature of the Director of Financial Aid and the Registrar before submitting the LOA form to the Dean of the Conservatory for final approval.
3. The student should discuss the merits of the proposed LOA with his/her major teacher(s) before submitting this form to the Dean. The major teacher will designate whether or not a studio place can be held for the student upon completion of the LOA at the time the request is signed.
4. Should the student on LOA not resume study at the designated time, that student will be considered withdrawn from school. To return to CIM, the student must reapply for admission. Readmission to the Institute is not guaranteed. If readmitted, the student will be subject to all new curricular requirements implemented during the period of absence.
5. The period of the LOA will be counted in the calculation of the total amount of time permitted for completion of the student's program of study. For example, if the Bachelor of Music degree must be completed within a maximum period of twelve semesters, a semester of LOA will be counted as part of the total accumulation.
6. The Dean, in consultation with the appropriate faculty may determine that musicianship skills have been compromised during the period of the LOA and may require the student to undergo a diagnostic examination/audition prior to reentry into the program. Remedial coursework needed as a result of the LOA may be directed at the Dean's discretion.
7. A student who is granted a LOA and who is currently a recipient of financial aid should understand that CIM cannot guarantee renewal of aid at the current level upon return from the LOA.
8. Students' are responsible for fully understanding the implications of Leave of Absence in relation to any refund/amount owed for the semester's tuition and fees. Financial Aid may be significantly impacted by the date of Leave.
9. The currently enrolled student who requests and is granted a LOA after the current semester, begins remains subject to all published withdrawal/refund policies.
10. **In order for the student to re-enroll, he/she must complete the Petition for Re-Entry form that will be sent to you by the Registrar indicating your decision: November 1st for Spring Semester, March 1st for Fall Semester and February 1st for Summer term. Failure to provide such written notification will invalidate the LOA request and the student will be considered as having withdrawn from the Institute.**
11. If the LOA is granted for one semester and the student later wishes to extend it to two semesters, a written request for the extension must be submitted to the Dean by the same deadlines listed above.
12. Students should retain a copy of this completed form as a reminder of the conditions and obligations of the Leave of Absence from CIM.