



Leave of Absence Policy

- Leave of absence may be allowed for doctoral students by the University's regulations, for a maximum of 2 years. **However, for Direct Loan beneficiaries, the maximum of LOA days in a 12-month period is 180. Otherwise**, if the student does not resume attendance at the school on or before the end of a leave of absence, the school treats the student as a withdrawal.
- Leave of absence must be formally requested, signed, dated and submitted in writing and including the reason for the student's request to the Committee of the Doctoral Program. The student is required to follow the school's policy in requesting the LOA. The school will only approve the student's request in accordance with the school's policy.
- Prior to granting the LOA, the Financial Aid Office will explain the student the effects that his failure to return from an LOA may have on the loan repayment terms, including the expiration of the grace period. The University will not disburse Direct Loan funds to a student on a LOA.
- For Undergraduate and Master's program students there is no Leave of Absence. When a student interrupt his enrolment at our university it's considered as a withdrawal for Title IV purposes. If he/she intends to continue after some time, a new application for readmission must be submitted.

Withdrawals Policy

This refers to a student's intention to completely terminate studies at the school with no expectation of return. Students who wish to withdraw are required to follow these steps as soon as they have made a final decision:

- Inform the program coordinator and follow his/her instructions
- Inform the Financial Aid Office for Direct Loans: directloans@unav.es.

Both notifications should be made within the same week and return to Title IV program process will be activated.

- **Official Withdrawal:** The student notifies the School. The withdrawal date is the student's last date of attendance as documented by academically related activity by the Program.
- **Unofficial Withdrawal:** In this case, the school has not received notice from the student that he or she has ceased or will cease attending the school. In order to determine the last date of attendance, the Program will check the last date of activity and may use a midpoint of term when this information cannot be established.

Title IV students are informed about the effects that the student's withdrawal may have on the student's loan repayment terms, including the expiration of the student's grace period.



Refund Policy

- When they are admitted into the program, students must pay a nonrefundable commitment fee (the amount payable each year is indicated on the [website](#)) to reserve their place in the program.
- This fee will be deducted from the total program cost and must be paid before the indicated dates. If a student is admitted when applying for the last deadline, both fees must be paid together.
- Students are expected to pay their tuition fees on time.
- If a student withdraws from the program with no intention of rejoining once the program has started, no fees will be reimbursed.
- The school does not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
- **Title IV students:** to estimate how much Title IV aid the student has earned at the time of withdrawal and how much the student may have to return, please see Title IV Refund Policy.