

## Information on Requesting a Leave of Absence

### Overlake's Philosophy on Leaves of Absence

Overlake supports students who have an interest in exploring other educational opportunities beyond Overlake. These programs can be international study or experiential learning and play a pivotal role in a student's overall development. Below is the information on the process a student and family will need to do to apply for a leave of absence.

### Leave of Absence Policies

- If the leave is for a semester, the family will be asked to pay 60% of the year's tuition, thus reserving the student's place during the semester vacated. All deposits and payment schedules will still apply for the school year in which the leave is taken.
- If the leave is for a year, the family will be asked to pay a deposit of three times the regular enrollment deposit amount in order to reserve the student's place for the year following the leave. A credit of two times the deposit will be applied to the cost of tuition when the student returns to Overlake. This deposit is non-refundable should the student not return to Overlake.
- Families on financial aid will pay two times the amount of a financial aid enrollment deposit under the same conditions as above. Families on financial aid should also set up a conference with the Financial Aid Office to discuss the impact a leave would have on their financial aid.
- Leaves of Absence are restricted to students in grades 5 - 11.
- We require accreditation of the intended institution for academic credit, as well as a review of the specific program/courses by our department chairs and/or US Head.
- Regarding Upper School requirements: Approved leaves for the spring semester will automatically waive the Project Week requirement; however, other Upper School requirements including Service Learning, Outdoor Education, and Co-Curricular credits remain in place.
- Only two students per class will be granted a leave, and it will be granted on a first come-first served basis. If more than two students wish to take a leave, the others will be expected to pay full tuition for the year in order to reserve their space. The school reserves the right to limit the total number of students on leave across the school
- Any family requesting a leave of absence must be current with tuition and student accounts.

### Process to apply for a Leave of Absence

1. Notify the Middle School Head or Upper School Head of the intention to request a leave by completing the Leave of Absence Request Form.
2. Set up a conference with the Middle School Head or Upper School Head to discuss how the leave will impact the student's academic program at Overlake.
3. If receiving financial aid, set up a conference with the Financial Aid Office to discuss how the leave will impact the family's financial aid.
4. If the leave of absence is endorsed, the MS or US Head will submit the request to the Head of School.
5. The Head of School will make the final decision to approve or deny the leave of absence request.
6. Requests for leave must be submitted by the re-enrollment deadline in the year prior to the one for which the leave is requested.

## Leave of Absence Request Form

I/We would like to request a leave of absence for my/our child for

- the academic school year of \_\_\_\_\_
- (check one) for \_\_\_\_ Full year \_\_\_\_ Fall semester \_\_\_\_ Spring semester

Student's Name: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_  
(for the year of the Leave of Absence)

Name of school or program our child plans to attend:  
\_\_\_\_\_

Student receives financial aid

Parent(s) Agreement:

I/We, parent(s) of \_\_\_\_\_ have read and agree to the Leave of Absence policies outlined in this document. I/we understand that I/we need to pay 60% of the tuition in order to secure a one-semester leave (on regular school year payment schedule), or an enrollment deposit two times the standard deposit for the school year to secure a full-year leave.

Before approval of the Leave of Absence, the program of study needs to be reviewed by the Department Chair and/or Division Head for your child to receive credit upon returning to Overlake.

\_\_\_\_\_  
Parent Signature(s) & Date

\_\_\_\_\_  
Middle School/Upper School Head Signature & Date

\_\_\_\_\_  
Head of School Signature & Date

Routing:

- 1) Parent signs request and returns to MS or US Head
- 2) MS/US Head endorses then routes to Head of School
- 3) Head of School approves/denies then sends copies to:

Parents

Admissions

MS/US Head

Business Office

Registrar

This form is due to the Division Head by the re-enrollment deadline in the year prior to the requested leave.

Rev. 9-15-2022