



Birthingway College of Midwifery

4550 SW Betts Avenue #142, Beaverton, OR 97075

503-760-3131 | birthingway.edu

Leave of Absence Update Form-Doula Students

Student Legal Name:		Date Submitted:
LOA Start Date:	Original LOA End Date:	Requested LOA End Date:

If you are on a Leave of Absence, you may use this form to update the end date for your Leave, either to shorten or extend the amount of time you are on Leave before returning to your program.

You do not need to register for the term(s) in which your Leave of Absence is active. However, if you return from a Leave of Absence mid-term, you will need to register for the term and pay a prorated registration fee according to the *Registration Fee Prorating Schedule* below.

Registration Fee Prorating Schedule	
Students who return from a Leave of Absence mid-term will need to pay a prorated registration fee. The \$75 term registration fee will be prorated according to the schedule below.	
Calendar Day in the Term	Prorated Registration Fee
1-30	\$75
31-60	\$50
61-90	\$25

This update to your existing Leave of Absence will be evaluated on a case-by-case basis by the College President. **You will receive an email that confirms the status of your request once it has been reviewed.**

I wish to request an update to my existing Leave of Absence from school for the following reason(s):

Initial each line below:

_____ I understand I must return to school on the date requested above.

_____ If I return from a Leave of Absence mid-term, I understand I must register for the term and pay a prorated registration fee

By entering your legal name below, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement.

Student Signature _____		Date _____
Office Use Only	Approved/Denied (date, PRES initials): _____	
	Routing: _____ DPM _____ DPA _____ REG _____ FIN	

Please email this form to info@birthingway.edu or mail to Birthingway at the address above.