



Birthingway College of Midwifery

4550 SW Betts Ave. #142, Beaverton, OR 97075

503-760-3131 | birthingway.edu

Spring 2022 COVID Leave of Absence Request Form-Doula Students

Please complete and submit this form to info@birthingway.edu to request a Leave of Absence for the Spring 2022 Term. **We encourage you to reach out to the Doula Program Mentor (DPM) for advising prior to submitting this request.** Leave of Absence Requests will only be approved for students who have completed an advising session.

Student Legal Name:	Program(s):
Mailing Address:	Phone Number:
LOA Start Date: April 11, 2022	LOA End Date: July 3, 2022

If you are unable to continue practicum work with doula clients for reasons related to the COVID-19 Pandemic, you may request a temporary Leave of Absence (LOA) by submitting this form to the College. Please note that this is the final term in which it will be possible to request a Leave of Absence. **You will not be able to request a Leave of Absence for the Summer 2022 Term.**

In order to remain enrolled, doula students must either be registered each term OR apply and be approved for a Leave of Absence for that term. **Students may not work with clients while they are on a Leave of Absence. Any practicum work completed while on LOA will not count toward certification requirements.**

All doula students must complete their practicum requirements and certify prior to August 31, 2022. This means your certification packet must be submitted by August 1, 2022. We cannot extend this deadline for students who choose to take Leave. If you have any questions or concerns about this, please contact the Doula Program Mentor.

Leave of Absence Requests will be evaluated on a case-by-case basis. We are not requesting documentation, but ask that you enter a reason you are requesting LOA below based on your personal situation. You will receive an email that confirms the status of your LOA request once it has been reviewed.

If your situation changes, you may request to return from your Leave of Absence mid-term by submitting a *Leave of Absence Update Form*. In order to return to the practicum, you will need to register and pay a prorated registration fee. Please review the Registration Fee information on the second page of this form before proceeding.

I wish to request a temporary Leave of Absence for the following reason(s):

Please add your initials next to each statement:

_____ I understand I must return to the practicum when my Leave of Absence ends at the end of the Spring 2022 Term on July 3, 2022. I will not have the option of requesting a Leave of Absence for the Summer 2022 Term.

_____ I understand I may return early from my Leave of Absence by submitting a *Leave of Absence Update Request*. If my request is approved, I will be required to register for the term and pay a prorated registration fee.

_____ I understand that I must certify no later than August 31, 2022, and that my certification packet must be submitted by August 1, 2022. Taking a Leave of Absence will not extend this deadline.

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

Received (date):

Leave of Absence Approval (initial/date): _____ *DPM* _____ *PRES*

DPM Advising Notes: