

### **Institution's withdrawal policy**

#### ***Official process***

1. Students need to go to the Academic Improvement Department for an “exit interview” in order to know the reasons for their withdrawal and to see if the University can intercede in some way to support the permanence in the Institution.
2. If the withdrawal is still in process, the Academic Improvement Department informs the student that an authorization letter is required from the parent/guardian to complete the process. This letter must be delivered to CASA/Punto Azul. The Academic Improvement Department will send the authorization to the School Services Office to continue the process.
3. The School Services Office registers the student's request with the date on which the process was initiated in the Academic Improvement Department in the TAE (Electronic Academic Procedures) system.
4. Once the Institution has the written consent of the parent/guardian, the School Services Office activates the request of other authorizations for the withdrawal: Program Director, Treasury, Scholarships, Library and Sports.
5. By having all authorizations, the School Services Office concludes and authorizes the withdrawal process, records it in the system, and delivers all the original and official documents to the student.

#### ***Unofficial process***

These cases can be identified through absenteeism in their classes. Teachers register a student's attendance in a computer system.

Students who have more than 18% of absences from the class session attendance established for a course will be awarded the failing final grade EF (Excessive absences) and will be equivalent to a numerical grade of 1 (one) on a scale of 1 to 100, for grade average calculation purposes. An EF grade will be assigned by the School Services Office.

Tecnológico de Monterrey will use its official attendance records to determine the withdrawal date. This date will be used to determine the Earned and Unearned amounts of Title IV Funds from the Return of Title IV Funds calculation.

### **Last Date of Attendance**

- For the students who withdraw during the semester without notice, the Institution identifies when the student stopped attending classes with the teacher's attendance record.

### LOA (Leave of Absence)

A leave of absence (LOA) is a temporary interruption in a program of study instead of a withdrawal.

For a leave of absence to qualify as an approved LOA:

1. Formal written policy.
2. Student follows the formal policy in requesting the LOA.
3. There is a reasonable expectation that he/she will return from the LOA.
4. School approves the LOA in accordance with Institution's policy ([see information below](#))
5. Student is not assessed additional institutional charges.
6. LOA Cannot exceed 180 days within a 12 month period.
7. Loan recipients are informed about the effects on their grace period if they do not return.
8. Returning from a LOA, Student must resume training at the same point in the academic program that he/she began the LOA.

### Tec de Monterrey LOA Policy

The Student must follow the official withdrawal process and is asked to fill out a readmission application, indicating in which semester he/she plans to return. Original official documents are kept at the Institution. If the student does not return, the last date of attendance will be the day of their LOA request and it will be registered as the official date in the system.

Leave of Absence Process:

- Student request and completes the LOA application in the Registrar's Office.
- Registrar's Office and Treasury Department review and approve the application (student is notified of the final decision).
- Academic Department updates the information in the official system.
- Registrar's Office is notified that the process has been completed.

***If a student's LOA does not meet regulatory requirements, student will be considered a withdrawal as of the beginning of the LOA.***



**Tecnológico de Monterrey will follow the US Department of Education's requirements for returning funds alongside applying the Institution's Withdrawal and Financial Refund Policy**

*(To access our Institution's Refund Policy, click on: <http://tesoreria.mty.itesm.mx/cuotas.aspx> and go to "Devolución de Cuotas", on the left side Menu of the screen")*