

Leave of Absence, Withdrawal, and Institutional Refund Policy, IESE Business School

This policy combines the institutional policy and the policy that applies to US students, recipients of Title IV aid.

Approved Leaves of Absence (LOA).

If a student needs to interrupt the normal course of study, he or she must submit a request for a LOA to the Executive Director of the Program and indicate the reason for the request and the length of the anticipated absence. Request must be submitted in writing, be signed, and be dated.

Students need to apply in advance for an LOA unless unforeseen circumstances prevent them from doing so. In this case, IESE will collect the request from the student at a later date, document the reason and may decide to grant an LOA.

Depending on the circumstances, a leave of absence may be granted for up to two years. Leaves of Absence are only granted to students with a good academic record. 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.

For students beneficiaries of Title IV:

The LOA, together with any additional leaves of absence, cannot exceed a total of 180 days in any 12-month period.

Prior to granting the LOA, FAO 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.

IESE will not disburse Direct Loan funds to a student on an LOA.

Upon returning from the leave, the student continues to earn the Title IV aid previously awarded for the period, if she/he has completed the number of credit hours and the weeks of instruction in the payment period.

The school will 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 until has completed the coursework in which was enrolled when the leave was granted

If the student does not return after the approved LOA, as the student is required to attend classes and the school has the attendance record for each student, the date of withdrawal is the last day of attendance according to the attendance records.

Withdrawal.

This refers to a student's intention to completely terminate studies at the school with no expectation of return.

- **Official Withdrawal.**

The student notifies the Executive Director of the Program. 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.

Once the Program's Committee confirms a withdrawal, the student will no longer be recorded as a student at IESE Business School and will therefore no longer be entitled to use the school's resources.

Institutional Refund Policy

- The tuition fee includes materials required for the programs, as well as a health insurance policy. Supplemental textbooks are not included.
- When they are admitted into the program, students must pay a nonrefundable commitment fee (the amount payable each year is indicated on the [MiM](#) and [MBA](#) websites) to reserve their place in the program.
- To confirm their intention to join the program, students must pay a nonrefundable reservation fee (the amount payable each year is indicated on the [MiM](#) and [MBA](#) websites)
- Both fees 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. Students who fail to do so will lose the rights they would otherwise have as participants in the Program. This includes access to IESE facilities and classes, and connection to IESE systems.
- Students who are granted a leave of absence and rejoin a program at a later date will pay the fee for the year in which they rejoin the program.
- If a student withdraws from the program with no intention of rejoining at a later date, no fees will be reimbursed. In case a student is requested to abandon the program as a result of an AEP no fees will

For students beneficiaries of Title IV:

To estimate how much Title IV aid the student will retain and how much the student may have to return upon withdrawing, please consult "[Title IV Refund Policy](#)".