

Preparing People Barber Styling College Leave of Absence Policy

effective date 01/01/2017

Preparing People Barber Styling College Leave of Absence (LOA) Policy requires all students who need a temporary interruption in training must follow the following steps to be considered eligible to request and receive an LOA.

All requests for an LOA must be in writing and on the **Preparing People Barber Styling College** Leave of Absence Request and Approval Form. The request must be made in advance unless unforeseen circumstances prevent the student from doing so. (Example car accident, an emergency medical condition of a student or family member, death in the family) If the student's LOA is for an unforeseen reason the student must submit the completed LOA form as soon as physically possible.

The maximum amount of days in **Preparing People Barber Styling College** LOA policy allowed is 180 days within a 12 month period. During any approved LOA **Preparing People Barber Styling College** will not assess the student any additional institutional charges as a result of the LOA.

For students that apply for a leave of absence under the requirement of CFR 34 section 106.40 (5) (Title IX) which requires the school to grant a leave of absence deemed medically necessary, or in the case of a student who does not otherwise qualify for leave under such a policy, a recipient shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began. For those student who are granted a leave of absence under this paragraph all other requirements of this policy apply except if the leave of absences is going to result in the maximum amount of days that the student will be gone exceeds 180 days in a 12 month period. If leave required by the student physician exceeds the 180 days the student Title IV funding will be canceled and the student will have to reapply when they return.

If a student does not return to **Preparing People Barber Styling College** at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is the date the student began the LOA. At **Preparing People Barber Styling College** , the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Preparing People Barber Styling College will review the LOA request and will either approve or deny the LOA within 3 business days of receiving the written request. **Preparing People Barber Styling College** will only approve LOA under the following conditions:

1. Circumstances that would under normal conditions require the student to quit school because they would not be able to continue meeting the **Preparing People Barber Styling College** Satisfactory Academic Policy
2. Current circumstance, outside of the control of the student, requires the student to miss school for an extended period of time.

The LOA will only be considered approved once the school administration has reviewed the request and approved the LOA. **Preparing People Barber Styling College** reserves the right to set the return date from the LOA regardless of the student's request for a particular return date on the LOA request form. The school administration will provide to the student a signed copy either approving or denying the LOA which if approved will have an expected date of return from the LOA.

Preparing People Barber Styling College policy on granting LOA is that all requests will cover the amount of time the institution believes the student will need for the temporary interruption in their training to resolve completely whatever reason the student requested the LOA for, but under no condition will a student who requested a leave of absence be able to return to **Preparing People Barber Styling College** before the second new class start date following the beginning of the approved LOA.

The approved Leave of Absence Request and Approval Form will also act as an addendum to the contract with **Preparing People Barber Styling College** showing the adjustment to the end date for the contract and will be attached to the students contract in the file.