

LEAVE OF ABSENCE POLICY

Any student requesting an approved leave of absence from school must make the necessary arrangements through the office. This request must be made in advance and in writing and specify the reason for interruption of school, and the estimated length of time before returning to school. There must be a reasonable expectation that the student will return from said leave of absence. All leaves of absence are subject to approval from the office.

Student must request in writing for the approved leave of absence in advance unless unusual or unforeseen circumstances prevent the student from doing so. Unusual or unforeseen circumstances could include medical reasons or if a student were injured in an accident which required a few weeks to recover. The letter is to be a signed document which includes the reason for the leave of absence and a reasonable expectation that the student will return from the leave of absence.

Upon returning to school, the student will be placed with the class that has comparable hours. Satisfactory progress status will be the same as when the leave of absence began.

The school may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances if the school documents the reason for its decision and documentation must be provided by the student at a later date. In the case of unusual circumstances, the beginning date of the approved leave of absence would be determined by the institution to be the first date the student was unable to attend the school because of the unforeseen circumstances. Unusual or unforeseen circumstances for which a leave of absence may be requested would include an unusual/exceptional medical problem or complications from a pregnancy, a car accident that would prevent the student for applying for a leave of absence in advance.

A student may be granted multiple leaves of absence with the total number of days not to exceed 180 days in any twelve (12) month period. The twelve month period begins the first day of the student's original leave of absence. There will be no additional charges for tuition during the leave of absence period.

Time elapsed during a leave of absence will extend the student's contract period and maximum timeframe by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. (*Please note that the extension of days may fall on a weekend day when the student is not scheduled to be in school.) Changes to the contract period on the enrollment agreement must be extended by the same number of days as the leave of absence request, and is based on calendar days. The leave of absence form will serve as an addendum to the contract to extend the scheduled ending date of the contract with both parties signing it and the students receiving a copy of the addendum. Students on an approved leave of absence will not be considered to have withdrawn and no refund calculation is required at that time.

Failure to return by the expiration of an approved leave of absence, or being absent for thirty days without an approved leave of absence will result in the withdrawal or termination of the student. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Student Signature _____ Date _____



Charleston School of Beauty Culture

**FEDERAL REGULATIONS – 34CFR668.22
REQUIRES A STUDENT SUBMIT, AND THE SCHOOL RETAIN
A WRITTEN REQUEST FOR A LEAVE OF ABSENCE**

LEAVE OF ABSENCE REQUEST / ADDENDUM TO ENROLLMENT AGREEMENT

I, _____, request a leave of absence from _____
(print name of student) (leave start date)
to _____ and wish any funds due to me to be held by the school for
(return date)

use at re-entry. I understand that any leave of absences may not cumulatively exceed one-hundred and eighty (180) days and that the end date for my contract is hereby extended to account for any leave of absence periods. I also understand that in the event I do not re-enter school, any refunds due will be made within 45 days of my scheduled date of re-entry; however, the refund calculation will be calculated using my last date of attendance. I further understand that any refund that may be due will be made first to any tuition and loans thus affecting the amount I owe.

For those students receiving Stafford Loans, this leave of absence will reduce the six-month grace period you would normally receive before repayment begins by the length of this leave of absence.

REQUEST TO BE EXCUSED FROM SCHOOL DUE TO UNFORESEEN CIRCUMSTANCES:
(PLEASE SPECIFY, IN DETAIL, THE REASONS FOR THIS REQUEST)

(Date)

(Student Signature)

Addendum to Enrollment Agreement
This Leave of Absence, being approved by the school Director, shall be effective as an addendum to the Enrollment Agreement and extend the previous end date of the student's Enrollment Agreement of _____, said contract shall now end on the following date: _____.

Stephen L. Hall, Acting Manager Date Student Date

Student's signature acknowledges receipt of a copy of this executed Addendum to Enrollment Agreement.