

## **LEAVE OF ABSENCE**

Students are expected to attend on a continuous basis, and leaves are permitted only in cases of unusual and necessary circumstances (including but not limited to: maternity leave, transportation issues, health reasons, and/or personal financial problems).

The Contract Completion Date for any student taking an official Leave of Absence will be extended by the number of days of the Leave of Absence. An addendum to the students' Enrollment Agreement will be completed and signed by all parties to denote the new completion date.

### **Leave of Absence Guidelines:**

- A.** A student must submit a written request including the reason for the request and a student signature and obtain written permission for a leave of absence prior to taking a Leave of Absence. There must be a reasonable expectation that the student will return from the leave before it will be approved. A student may request a waiver to item A for unforeseen circumstances (car wreck, hospital, etc). The institution 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 institution documents its reason for its decision, the request is collected at a later date and the start date is established as the first date the student was unable to attend.
- B.** Normally, a leave of absence is restricted to between 30 and 60 calendar days. A student may request a waiver of this limitation for "good cause" by submitting a written request. Federal regulations dictate a maximum time for a leave of absence, therefore, a student will not be granted a Leave of Absence if the Leave of Absence, together with any additional Leave of Absences previously granted, exceed a total of 180 days in any 12-month period.
- C.** Normally, only one leave will be granted during the time a student is enrolled. A student may request additional leave time if doing so would not violate Federal Regulations.
- D.** Students receiving federal aid must adhere to federal regulations restricting leaves of absence. If a student request appears to jeopardize that student's eligibility for financial aid, the student will be made aware of this fact by the financial aid office before such leave is approved.
- E.** A student who receives an official leave of absence will be readmitted on the stipulated date of return without penalty or additional fees.
- F.** A student who receives an official leave of absence is not considered to have withdrawn and no refund calculation is required at that time.
- G.** A student must follow the school's policy of requesting a leave of absence or request waiver of item A before a leave of absence will be approved. A student who ceases attending without such written permission or takes an unapproved leave of absence will be considered withdrawn after 30 days of non-attendance. The withdrawal date, for the purpose of calculating a refund will be determined as the last date of attendance, in that event.
- H.** Students who are on an official leave of absence from school may not loiter in or around the school premises unless on official school business. Additionally students on a leave of absence may not obtain clinic services, complimentary or paid.
- I.** Upon return from a leave of absence a student will be required to complete missed class work.
- J.** Failure to return from a scheduled leave of absence on the return date indicated will result in immediate dismissal from school. The withdrawal date, for the purpose of calculating a refund will be determined as the last date of attendance, in that event.

## **MAKE-UP WORK POLICY**

Students needing to make-up work due to absences or a failing grade, will be scheduled to do this at a time that is convenient for both the student and the School. Students may receive credit for time spent on this make-up work provided the maximum number of hours allowed by the Ohio State Board for that subject has not been clocked.