

## **ARNOLD'S BEAUTY SCHOOL**

### **LEAVE OF ABSENCE POLICY AND PROCEDURE**

Arnold's Beauty School's Leave of Absence Policy provides a means for students to take an approved leave of absence from the Cosmetology program without being required to go through the re-admission process upon return to the institution.

In order for the Leave of Absence to be approved, a student's request must meet the following requirements:

- 1) A student must submit in writing his/her request for leave. The Leave of Absence document must be completed, giving the date of when the leave is to begin, and the date the student is expected to return from the leave. The leave of absence form must be signed and dated by the student and the approving school official."
- 2) School must limit leaves to 180 days within a 12 month period
- 3) A series of non-consecutive days may be approved as one leave
- 4) There is a reasonable expectation that the student will return to the school

No additional institutional charges are generated during the leave. Upon student's return, student is allowed to complete coursework started prior to leave

Unless a student does not return, an approved Leave of Absence is not a withdrawal, and the student does retain in-school status. For a Student Loan borrower who does not return from an approved leave, the grace period starts retroactively to the date the leave began.

A student may take a leave of absence for not more than a total of 180 days in any 12-month period, and no less than 10 days, **if the student has an approved leave of absence**. The 12-month period, begins on the first day of the student's first LOA. T

Additional subsequent leaves may be granted for jury duty, military reasons or circumstances covered under the Family Medical Leave Act of 1993. Unforeseen circumstances may include:

- 1) Birth of a child and the need to care for child
- 2) Need to care for student's spouse, child, or parent, if the person has a serious health condition or if a serious health condition makes the student unable to function as a student

#### **Student Status during the Leave of Absence**

A student granted a leave of absence retains his/her admitted student and enrolled status. He or she may not be eligible for any Direct Loan disbursements while on leave of absence. A student who is an approved Leave of Absence is considered to be enrolled.

#### **Procedure for Obtaining a Leave of Absence**

1. Schedule an appointment with the Financial Aid Administrator to review the leave of absence application's impact and eligibility.

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2. Review the policy and complete the Request for Leave of Absence Request Form. Forms are available in the Institution's office. The LOA form must be signed and dated by the student.
3. Submit request to the Financial Aid Officer. The Financial Aid Officer will consult with the Director and Assistant Director and will make a determination based on the student's request. of acknowledgement of the written appeal. If the request is approved, the form must be signed and dated by the Financial Aid Officer.

In the event the student fails to return from an approved leave of absence a Return of Title IV funds calculation shall be performed using the last date of recorded attendance as the date on the R2T4 calculation form and use disbursements received as of that date and proceed to make refunds according to the R2T4 calculation. Institutional charges will be calculated per pay period.