

CHARLES & SUE'S SCHOOL OF HAIR DESIGN

LEAVE OF ABSENCE POLICY

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

The school will approve a leave of absence if the student has a valid medical recommendation from a doctor. This will also apply to family members where the student will be the main care giver during their illness. There are other instances that could warrant an approved leave of absence, however, those instances will be on a case by case basis.

All requests for leaves of absence must be submitted in advance in writing, on the prescribed form, including the reason for the student's request, and it must include the student's signature, and be presented to the Director for approval. However, there can be unforeseen circumstances that prevent the student from doing so. For example, if a student were in a car accident and needed a few weeks to recover before returning to the school, the student would not have been able to request the LOA in advance. The school will grant the leave to a student who did not provide the request prior to the LOA due to these unforeseen circumstances. The school will document the reason for its decision and collect the request from the student at a later date.

The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.

A leave cannot be less than 5 days or longer than 180 days in any 12-month period. Any LOA longer than 180 days within a 12-month period would result in the student being withdrawn from the program. The student must follow the school's policy in requesting an LOA, and there must be reasonable expectation that the student will return from the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

The school will extend the student's contract/enrollment agreement period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

If the student does not return from an approved leave of absence, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

An LOA will not involve any additional institutional charges by the school to the student. No one on Attendance Probation or Scholastic Probation will be issued a "Leave of Absence."