

LEAVE OF ABSENCE REQUEST

Leave of Absence (LOA)

A student who is meeting the requirements of the satisfactory academic progress policy may request a leave of absence for no more than 60 days. Medical or Family Emergencies are the only Leave of Absences that will be approved. This request must be pre-approved. A leave of absence request form must be completed with the reason for the leave, signed and dated and must be submitted to the director of admissions. An **Enrollment Agreement Addendum form** for the Leave of Absence will be completed and signed by both parties once approved. The Leave of Absence request forms are available in the office and online at <http://www.elitecbsacademy.com>. The completed form needs to be mailed, emailed (elitecbsacademy@yahoo.com) or hand delivered before the leave of absence time begins. If, because of extraordinary circumstance keep student from signing form the owner/director may take request via phone or email. All forms will need to be signed once student returns to school. A notation will be kept in the student file. The leave of absence will commence on the first day of the students' missed physical attendance. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time and no additional institutional charges will be accrued. A student who does not return by the last day of the leave of absence, or before 60 days in any 12-month period may be withdrawn from the program. The leave will extend the students contract and maximum time frame for program completion by the same number of calendar days as the leave of absence. If a student is gone longer than 10 scheduled school days, it will be considered an unapproved leave of absence and student may be withdrawn. The student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA or the last date of attendance for an unapproved LOA.

Reason for request _____

Student's email: _____

Start date of LOA _____ Expected date of return _____

Notified : In person _____ Phone conversation _____ Via e-mail _____

Student's Name (Printed) _____

Student Signature _____ Date _____

School Official Signature _____ Date _____

FOR OFFICIAL USE ONLY:

Approved: _____ Denied: _____ Reason Denied: _____
