

LEAVE OF ABSENCE REQUEST

Leave of Absence (LOA) Policy

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 in a 12-month period, which begins on the first day of the initial LOA. The number of days in an approved leave of absence, when added to the number of days in all other approved leaves of absence, will not exceed 60 days in a 12-month period. Documentation for the reason for the leave must be submitted to the admissions office. An **Enrollment Agreement Addendum form** for the Leave of Absence must be completed and signed. The forms are available in the office and online at <http://www.elitecbsacademy.com>. If possible, this completed form needs to be mailed, emailed (elitecbsacademy@yahoo.com) or hand delivered before the leave of absence time begins. If extraordinary circumstances keep a student from signing the form, the owner/director may take the request via phone, email, or fax. All forms will need to be signed once the student returns to school. A notation will be kept in the student file. The leave of absence will commence on the first day of a student's missed physical attendance. A student granted an LOA that meets these criteria is not considered to have withdrawn, no refund calculation is required at that time, and no additional institutional charges will be accrued. Upon a student's return from the LOA, the student is permitted to complete coursework they began prior to the LOA. A student who does not return by the last day of the leave of absence, or before 60 days in any 12-month period, may be withdrawn from the program.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 student's contract and maximum time frame for program completion by the same number of days as the leave of absence. 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. If a student is a Title IV, HEA Program loan recipient, the institution will explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

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: _____
