



## 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. A LOA is not required during an institutionally scheduled break. However, a scheduled break may occur during a LOA.

A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation. A LOA is available to all students for any reason and may only be granted if there is a reasonable expectation that the student will return from the LOA.

In order for a LOA to be approved the student must:

1. Request the LOA in advance
2. The request must be in writing
3. The request must include the student's reason for the LOA
4. The dates of the LOA must be stated (both start and return date)
5. The request must include the student's signature

Big Island Beauty Academy may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. The reason will be documented and the request form will be signed and dated as soon as possible or upon the students return to school. In this instance, Big Island Beauty Academy will establish the start date of the approved LOA as the first date the student was unable to attend school.

Student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA.

The following will hold true for an approved Leave of Absence:

- Student will not be assessed any additional charges as a result of a LOA
- The LOA together with any additional leave of absences must not exceed a total of 90 calendar days in any 12- month period
- Student granted a LOA in accordance with the school's policy is not considered to have withdrawn and no refund calculation is required
- The Student's contract period will be extended by the same number of calendar days taken in the LOA and such changes to the contract period must be accompanied by an addendum to the enrollment agreement and signed by all parties
- The Student will be withdrawn from school if an unauthorized LOA is taken or the student does not return from their approved LOA

If the student decides to withdrawal while on an approved Leave of Absence, the student's withdrawal date, for the purpose of calculating a refund, shall be the date the student began the LOA.