

**Fort Pierce 019071-00
Port St Lucie B19071-01
Vero Beach B19071-02**

LEAVE OF ABSENCE AND TERMINATION

Leave of absence may be granted to a student if the request is put in writing, including the reason for the request and signed by the student in advance. Verbal requests are NOT VALID and CANNOT be honored. A leave of absence may not extend beyond 180 days and any changes or extensions must either be signed or initialed by ALL parties and dated. The student's graduation date will be extended by the exact number of days taken in the LOA. If a student must be absence from school longer than 180 days, then the student must terminate and re-enroll when they are ready to return to the program. Students may have as many leave of absences as needed as long as it does NOT exceed the total of 180 days for every 12 months enrolled in school. If a student takes a leave of absence then a student action form must be filled out and put in the students' file. There will not be any charges as a result of the LOA. The student on an LOA is NOT considered a drop therefore no refund calculation is required. The school may grant a LOA without prior written request if due to unforeseen circumstances. An example would be a car accident in which the student would need several weeks to recover. The beginning date of approval would be determined by the first date the student was unable to attend because of the accident. The situation must be documented by the school and the form filled out and signed by student at a later date of return. The school must have reasonable expectation of the student's return from the LOA. Contract date and maximum time frame will be extended the same number of calendar days taken in the leave of absence. LOA is granted to a student who did not provide the request prior to the LOA due to Unforeseen circumstances that the institution establishes the start date of the approved LOA as the first date the student was unable to attend.

If a student fails to return from a leave by the scheduled restart date, they will automatically be terminated using the date on LOA and the refund calculated using the student's actual last date of attendance. They then will have to reapply to the school in the event they wish to continue the program.