San Francisco Institute of Esthetics & Cosmetology

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is an approved period during which a student does not attend classes but intends to return, meaning it is a temporary interruption to a student's program of study.

APPROVED REASONS FOR AN LOA

1. In accordance with Title IX (including pregnancy and related conditions or other Title IX–covered reasons).
2. Active military duty (a copy of military orders is required).
3. Personal medical emergencies (evaluated on a case-by-case basis), supported by documentation.
4. Treatment in line with an ADA documented disability.
5. Personal reasons.

These are the only reasons for which a Leave of Absence is granted.

REQUIREMENTS AND PROCESS FOR REQUESTING A LOA

Step 1: Submission of Request. Complete, sign, and submit the school's Leave of Absence Request Form before the start of the LOA, specifying the reason for the request.

Unforeseen Emergencies: If an unforeseen emergency prevents a student from making an advance written request for a LOA (i.e. coma, hospitalization, car accident), the institution may grant the request provided the decision is documented and the written request is collected at a later date. The required documentation must be submitted as soon as possible following the students' absence.

The start date of the LOA will be recorded as the first date that the student was unable to attend due to the emergency situation.

Step 2: School Approval: For the request to be granted, it must be formally approved by an Education Leader or Dean and the Financial Services Director based on a reasonable expectation that the student will return to resume their studies. The leave must comply with the minimum and maximum timeframes for a LOA.

TIMELINES AND LIMITATIONS

- Duration: The LOA must be a minimum of 7 days and cannot exceed 180 days within a rolling 12-month period. Multiple leaves may be granted provided the cumulative total does not exceed 180 days in a 12-month period.
- In the case of a student receiving military orders that are less than 7 days,
  the LOA will be granted for the shorter period of time. This timeframe must be reflected on the students' military orders.

FINANCIAL AND ENROLLMENT IMPACT

Institutional Fees: No additional fees or tuition charges will be assessed during the leave.

Withdrawal & Refunds: Students on an approved LOA are not considered withdrawn, and no refund calculation is required.

Financial Aid: Students are not eligible for additional Direct Loan Title IV disbursements during the inactive period.

Contract Extension: An approved LOA extends the contract period and maximum
time frame by the same number of calendar days taken. Changes to the enrollment agreement must be initialed by all parties, or an addendum must be signed and dated by all parties.

Federal Student Loans: Federal loans will enter their grace period during an LOA. If a student does not return after the maximum six-month period, federal loans will enter repayment.

POLICY ON NON-RETURN FROM LOA

If a student fails to return upon the expiration of an approved LOA, they will be withdrawn from the school. The withdrawal date used to calculate financial aid retention and student charges will be the student's last day of attendance. The official date of determination for the withdrawal will be either the scheduled return date or the date the student notifies the school that they will not return, whichever is earlier.