

### Leave of Absence Request Form

Student Name: \_\_\_\_\_ Student Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you read a copy of the LOA Policy? Yes  No

Requested Leave Start Date: \_\_\_\_\_ Requested Leave End Date: \_\_\_\_\_

Documentation Attached \_\_\_\_\_

Reason for Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

**Staff Only**

Approved  Denied

If denied, reason:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original contract end date: \_\_\_\_\_ New contract end date: \_\_\_\_\_

Addendum added or contract initiated by all parties? Yes  No

School Official Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

## LEAVE OF ABSENCE POLICY (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. Central Valley Barber College will review requests for a Leave of Absences (LOA) for all students. A LOA is granted or denied at the sole discretion of the School Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days in any given 12-month period. A written signed request for LOA can be submitted in-person to the school Admission's Office, via email at [Enroll@CentralValleyBarberCollege.com](mailto:Enroll@CentralValleyBarberCollege.com) or by mail at 3501 Atchison St., Riverbank CA 95367. Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by school's administration. **All students must follow Central Valley Barber College's policy in requesting a LOA.**

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. Central Valley Barber College may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an Page 10 of 24 addendum to the enrollment agreement, must be signed by all parties, or *initialed by all parties if made to the original enrollment agreement.*

- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.

- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

**Student Signature:**

**Date:**