



901 SW 37<sup>TH</sup> STREET  
TOPEKA, KANSAS  
66611

TEL: 785-266-2500  
FAX: 785-2662501

[www.midwestbarbercollege.com](http://www.midwestbarbercollege.com)

# 2020-2021

## LEAVE OF ABSENCE (LOA)

*Mission Statement: To inspire its students by creating and maintaining a student-centered occupational environment which culminates in gainful employment.*



## **LEAVE OF ABSENCE (LOA) POLICY AND PROCEDURE**

A written request for a leave of absence (LOA) will be considered on an individual basis for personal or medical reasons (illness, bereavement, religious duty, and extenuating personal circumstances). A LOA cannot exceed 180 days. More than one leave of absence can be granted in a 12-month period as long as they do not exceed the 180 days. Proper documentation is required and must be approved before the leave begins.

The Director will provide counseling to the student on the consequences that can occur with Title IV funds, extended graduation date, course interruption etc. prior to approving LOA.

### **REQUESTING A LEAVE OF ABSENCE PROCEDURE STUDENT PROCEDURE:**

- Discuss your request for leave with the Director or available Administration.
- Determine what type of leave applies to your situation.
- Complete appropriate paperwork requiring your personal information, if needed.
  - Submit all completed paperwork to administration.
  - If your leave is for your own medical condition, you will be required to provide a doctor's release to return to school.

### **PROCEDURES FOR PROCESSING A LEAVE OF ABSENCE:**

- Once student notifies the school of their need of a LOA, the Director or available Administration will determine what type of leave applies to the student's situation.
- The administrative office will confirm that a student has enough hours to approve an additional LOA for a student that was previously on a LOA.
- The Director and the FAA will counsel the student on the consequences that occur with Title IV funds, extended graduation date, course interruption etc.
- An approved LOA is posted by the administrative office in the school's Premier Software
- Any students on LOA will be kept tracked by the administrative office on a weekly basis.
- The administrative office contacts the student as a reminder before the date of return date established by the student's documentation.

### **RETURNING FROM A LEAVE OF ABSENCE STUDENT PROCEDURE:**

- Notify Midwest Barber College of impending date of return to school.
- Bring documentation (doctor's note, rehabilitation completion letter, etc.) regarding your approved LOA to the CEO or available Administration on your first day back to school.



## **PROCEDURES FOR PROCESSING A RETURN FROM LEAVE OF ABSENCE:**

- The administrative office will submit LOA end date of Premier Software and on National Student Loan Data System (NSLDS).
- Upon re-entering

## **FAILURE TO RETURN FROM A LOA**

A student who fails to return from a LOA on or before the date indicated in the written request will be terminated from the program, and the school will apply the refund policy as applicable. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the school earned and may make any refunds that may be required under federal, state, or institutional policy.

## **POSSIBLE EFFECTS OF LOA**

Students who are thinking of a LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate:

- Students returning from a LOA are not guaranteed that the segment required to maintain the normal progress in their training program will be available the time of reentry.
- They may have to wait for the appropriate segment to be offered.
- They may have to wait for an opening in class if the class is full to capacity.
- Financial aid may be affected

*Please Note:* Each individual situation will be handled privately. The school will make every effort to help students meet their education goals. Since tuition costs and course syllabi may have changed, it will be necessary to meet with the Administrative officer, director, and instructor before returning to class. Students who return from a leave of absence may have to wait for availability in a class, may be required to complete additional work before being admitted, and may be responsible for additional fees.

## **EXTENSION OF LOA**

A student on an approved Leave of Absence may submit a request to extend the leave of absence without returning to class. This request may be approved by the school if the student adheres to the following:

- The student must submit an extension request before the end date of the current leave of absence.
- There is a reasonable expectation the student will return from the leave of absence.
- The number of days in the leave when extended, does not exceed 180 calendar days in the 12- month period.
- There is a class taking place that the student can join.

