

Metro Detroit Barber College
Leave of Absence Request

Leave of Absence Policy

Occasionally students may experience temporary extended personal, medical, or other circumstances that make it difficult to attend class. Metro Detroit Barber College will review requests for a Leave of Absence (LOA) for *all* students. An LOA is granted or denied at the sole discretion of the College's 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, together with any previously granted LOAs, in any 12-month period. A written signed request for LOA can be submitted in-person to the College Administration Office, via email at metrodetbarber@yahoo.com or by U.S. mail at 7443 West McNichols Road, Detroit, Michigan, 48221. Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by the College's Administration. **All students must follow Metro Detroit Barber College's policy in requesting an 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. Metro Detroit Barber College may grant an LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstances 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 College because of an accident, illness, or other approved event.

A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.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 calendar days taken in the leave of absence. There will be NO additional charges while a 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 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- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA.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.

I _____ request a Leave of Absence from my enrollment _____ to _____.

The Reason for my request is _____. I understand that, if approved, all conditions in the above policy will apply.

Student Signature: _____ Date Requested: _____

College Official Signature:

Date:

Approved: Yes No