



Adaptations to policies made due to Covid-19 pandemic as of 3/30/2020. Catalog amended.

Date: 3/30/2020

- 1. Due to Covid-19 our policy change of the Leave of Absence is the following:

From 3/30/2020 to Present

LOA's are mailed or electronically emailed to students. We will continue to the best of our abilities to get the student to sign the LOA at exit or prior.

- 2. Due to Covid-19 our policy change of the Award Letter is the following:

From 3/30/2020 to Present

Award Letters are emailed or electronically processed with students to the email on the ISIR and the email the student use to communicate. We speak on the phone with the student during process and explain each form. We will continue to the best of our abilities to communicate all details to students.

- 3. Due to Covid-19 our policy change of the Loan Acknowledgment Letter notice is the following:

From 3/30/2020 to Present

Letters notice are mailed or electronically emailed to students. We will continue to the best of our abilities to get the student to sign the ledger at time of disbursement when they come get checks or next time, we see them.

- 4. Due to Covid-19 our policy change of the Pre-Enrollment, Enrollment Agreement and Orientation is the following:

From 3/30/2020 to Present

Pre-Enrollment, Enrollment Agreement, Orientation and Withdrawals are mailed, emailed, electronically processed with students to the email on the ISIR and the email the student use to communicate. We speak on the phone with the student during process and explain each form. We will continue to the best of our abilities to communicate all details to students.

- 5. Exit process has no changes. We can see student one-on-one by appointment.

Karine Fougoux

Director

Posted on Website 3/30/2020