



VICTORY
CAREER COLLEGE

Leave of Absence Policy

Victory Career College

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LEAVE OF ABSENCE POLICY & FORM

Details:

- A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time period of non-attendance.
- LOA's are granted a minimum of 14 days but may not exceed 180 days in a calendar year.
- Multiple LOA's may be granted in any 12-month period with a minimum increment of fourteen (14) days.
- The student is required to follow the Institution's policy in requesting the LOA.
- A LOA will not be granted if the Institution does not have a reasonable expectation that the student will return from the LOA.
- Only LOA requests which follow the Institution policy will be approved.
- Victory Career College may not assess the student any additional institutional charges as a result of the LOA.
- The Institution will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid.
- The Institution does not grant a LOA which does not meet the conditions of an approved LOA for Title IV purposes (for example, for academic reasons), the Institution considers this a withdrawal for Title IV purposes.
- LOA has no effect on the "Satisfactory Academic Progress Standard".
- If student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/her return, the student is deemed in good standing and may continue the program of study from the point of interruption.
- Total number of days allowed for a LOA may not exceed 180 days in a 12-month period.
- Total number of days taken in the LOA must extend the contract period by the same number of days and changes must be initialed by all parties or an addendum must be signed and dated by all parties.
- Students on approved LOA need to be aware that said LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, a Financial Aid Advisor will meet with the student and provide information regarding the following:
 - ❖ loan obligations
 - ❖ possible revisions in his/her aid package
 - ❖ deferment options
 - ❖ notification to lending institutions
 - ❖ deferments may be canceled.
 - ❖ grace periods exhausted.
 - ❖ consequences of not returning to Victory Career College at the expiration of the LOA ,etc.
- For students receiving Title IV funds, all Guidelines below must be adhered to or the student will be considered withdrawn.
- A student who has been granted an LOA will be considered withdrawn if he/she does not return to Institution at the end of the LOA. In said case, the student should be informed that the last day of physical attendance is used for the purpose of calculating the Return of Title IV funds.
- Should withdrawal result, a student's grace period for a Title IV loan program might be exhausted.
- If a student does not return or call from the student's leave of absence within 72 hours (or three day) of the student's expected return, the student shall be considered terminated.

Guidelines:

A Leave of Absence (LOA) will be granted if the request meets the following:



VICTORY CAREER COLLEGE

1. Submitted to the Institution in advance unless prevented by *unforeseen circumstances:
*Victory Career College may grant a LOA to a student who did not provide the 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 and in this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend because of the accident.
2. There must be a reasonable expectation that the student will return from the LOA.
3. Submitted in writing, signed and dated with reasons for request explained in full.
4. Victory Career College allows a Leave of Absence for a student that may experience a severe medical, legal or personal issue which makes it difficult for her/him to attend class.
5. Request must be approved by Institution official.

A student who meets the criteria above and is granted a LOA is not considered to have withdrawn and no refund calculation is required at that time.

To request full one hundred eighty (180) day Leave of Absence, complete documentation and certain conditions will be needed to support said request ... i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).

LOA Forms are found in the office. Student may email their request with document attached to Gabrielle@victorycareercollege.edu.

During the Covid-19 pandemic emergency, a medical Leave of absence may be used for individual students who, with appropriate medical documentation maintained in the students' permanent record, either (1) have been tested positive for COVID-19 and/or; (2) under quarantine due to COVID-19 or (3) caring for someone else under quarantine due to COVID-19.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory Academic Progress is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study. Hours are calculated rounded up to the nearest whole number when less than 10 minutes (break). Grades are rounded up or down based on the decimal percentage. Students must meet formal standards that measure their satisfactory progress toward graduation as well as pace of course completion within the specified time frame. The policy is consistently applied to all students and complies with the guidelines established by the Institution's accrediting/state agencies and the federal regulations established by the US Dept. of ED. The policy is provided to students prior to enrollment

EVALUATION PERIODS Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Course (and Online Course): 450, 900, 1250 scheduled hours

Massage Therapy Course: 360 scheduled hours

Skin Care & Nail Care Courses (and Online Courses): 300 scheduled hours

Massage Therapy (500): 250 scheduled hours

Barbering (1500) (and Online Course): 450, 900, 1200 scheduled hours

Crossover Courses: 100 scheduled hours or Midpoint if enrolled in more hours than standard 200 or 300 hours.

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining the following:

1. Minimum cumulative grade point average (GPA) of 70%.
2. Minimum cumulative attendance level of 70% of contracted hours.



3. GPA of 70% is required for graduation as well as attaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

Transfer Students will be evaluated at the Midpoint of the contracted hours or established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course. Evaluations are based on scheduled hours.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the possible hours based on applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of such evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, VC College will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Hours and grades are calculated rounded up to the nearest whole number.

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. A student who has lost applicability for Title IV assistance will have the option to make other financial arrangements to continue attending Institution. Students will need to pay total balance by graduation. Students must complete the educational program within the maximum time frame which is based on attending 143% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Students whose transfer hours are accepted by the Institution are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

MAXIMUM TIME FRAME:

Students must complete the educational program within the maximum time frame which is based on attending 143% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA

NON-CREDIT & REMEDIAL COURSES

Course incompletes, repetitions, and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the Institution's Satisfactory Academic Progress standards. Victory Career College does not offer any non-credit or remedial courses.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not



counted, and the performance must be repeated. At least two (2) practical comprehensive skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the Institution. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation (for cos, skin & nail students). Numerical grades are considered according to the following scale:

ACADEMIC GRADING	PRACTICAL EVALUATION
100% - 90% = A = Excellent 4.0	YES =Criteria MET
89%- 80% = B =Above Average 3.0	NO =Criteria NOT MET
79% - 70% = C =Average 2.0	I = Incomplete work pending a grade
69% - 00% = Fail=Unsatisfactory 0.0	Below 70% or Below 2.0 =May have Title IV Funding interrupted

DETERMINATION OF PROGRESS STATUS

Students meeting minimum requirements for academics (C, 2.0 or 70%) and attendance (70%) at an evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will be provided a copy of their completed SAP evaluation form after their SAP counseling. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Evaluation period consists of the next ten consecutive scheduled days, from the date of student signature, must have zero absences and/or 70/100 academics.

Step 1: WARNING

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/she will be determined as not making satisfactory progress and will be ineligible for Title IV assistance.

Step 2: APPEAL PROCEDURES: *Students must initiate the Appeal Process.*

If a student is determined as not making satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the Institution administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to Institution under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/or bullying, such termination is final and may not be appealed.



An appeal hearing will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is dependent minor), the student's instructor, and the Director of Education. A decision on the student's appeal will be within three (3) business days by the Director of Education and will be communicated to the student in writing. This decision will be final. Should a student prevail on his/her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

Step 3: PROBATION

Students who fail to meet minimum requirements for attendance and/or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, s/he will be determined as NOT making satisfactory academic progress and, if applicable, student will not be deemed eligible to receive Title IV funds.

Financial Aid Students:

Students who fail to meet minimum requirements for attendance and/or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. The student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements for two consecutive periods, the student will be determined as not making satisfactory progress and will be terminated.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS:

Students may re-establish satisfactory progress and Title IV aid, if applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

TRANSFER HOURS:

Transfer hours from another institution that are accepted towards current educational program will not impact current SAP as hours are counted as both attempted and completed. Satisfactory evaluations periods are based on actual contracted hours at the institution.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS:

Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to Institution in the same progress status prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. A student who withdraws prior to completion of the course and requests to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Student re-entering after a period of withdrawal in the same progress status as when they left.



VICTORY CAREER COLLEGE

Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.

MAXIMUM TIME FRAME ALLOTTED FOR COURSE COMPLETION

COURSES (Campus and Online)	Normal Time Allotted		MAXIMUM TIME ALLOTTED	
	WEEKS	SCHEDULED HOURS	WEEKS	SCHEDULED HOURS
Cosmetology (F/T 34hrs/wk) – 1600 Hours	48 weeks	1600	68.64 weeks	2288
Cosmetology (P/T 20 hrs/wk) – 1600 Hours	80 weeks	1600	114.4 weeks	2288
Barbering (F/T 34 hrs/wk)- 1500 Hours	45 weeks	1500	64.35 weeks	2145
Barbering (P/T 20 hrs/wk)- 1500 Hours	75 weeks	1500	107.25 weeks	2145
Skin/Nail Care (F/T 34 hrs/wk.) – 600 Hours	18 weeks	600	25.74 weeks	858
Skin/Nail Care (P/T 20 hrs/wk.) – 600 Hours	25 weeks	600	35.75 weeks	858
Massage Therapy Course (F/T 24 hrs/wk.) – 720 Hours Massage Therapy Class (F/T 24 hrs/wk.) – 720 Hours	30 weeks	720	42.9 weeks	1030
Massage Therapy Course (P/T 20 hrs/wk.) – 720 Hours Massage Therapy Class (P/T 20 hrs/wk.) – 720 Hours	36 weeks	720	51.5 weeks	1030
Massage Therapy (F/T 24 hrs/wk.) – 500 Hours	21 weeks	500	30 weeks	715
Massage Therapy (P/T 20 hrs/wk.) – 500 Hours	25 weeks	500	35.75 weeks	715
Barber Cross-over Course to Cosmetologist (F/T 34hrs/wk) 300 Hours	7.5 weeks	300	10.73 weeks	429



Barber Crossover Course to Cosmetologist (P/T 20hrs/wk.) 300 Hours	15 weeks	300	21.5 weeks	429
Cosmetologist Crossover Course to Barber (F/T 34hrs/wk —200 Hours	5 weeks	200	7.15 weeks	286
Cosmetologist Crossover Course to Barber (P/T 20hrs/wk.) – 200 Hours	10 weeks	200	14.3 weeks	286