



**VICTORY**  
CAREER COLLEGE

# Leave of Absence Policy

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**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.



## VICTORY CAREER COLLEGE

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 days) 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:

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 [rubi@victorycareercollege.edu](mailto:rubi@victorycareercollege.edu).

During the Covid-19 pandemic emergency, a medical Leave of absence may be used for individual students who, with appropriate 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.