

NPTI APPROVED LEAVE OF ABSENCE POLICY / PROCEDURE

Details

- A Leave of Absence (LOA) is a temporary interruption in a future professional's* program of study and refers to a specific time period when a future professional is not in attendance.
- LOA's are granted in multiples of thirty (30) days - (30, 60, 90, 120, 150, 180 days)
- Multiple LOA's may be granted in any 12 month period with a minimum increment of thirty (30) days
- LOA has no effect on the "Satisfactory Academic Progress Standard".**
- If future professional was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/her return, the future professional is deemed in good standing and may continue the program of study from the point of interruption.
- LOA timeframe does not involve any additional charges from *National Personal Training Institute*.
- Total number of days allowed for a Leave of Absence may not exceed 180 days in a 12 month period.
- Future professionals 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 future professional 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
 - if a veteran—benefits may be affected
 - grace periods exhausted
 - consequences of not returning to *FAS School of Hair Design* at the expiration of the LOA
 - etc.
- For future professionals receiving Title IV funds, all Guidelines below must be adhered to or future professional will be considered withdrawn.
- Future professional who has been granted an LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In said case, the student should be informed that the date he/she began the LOA is the last day of attendance for the purpose of calculating the Return of Title IV funds.
- Should withdrawal result, a future professional's grace period for a Title IV program loan might be exhausted.

Guidelines

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

- Submitted to the School in advance unless prevented by unforeseen circumstances ***
- Submitted in writing, signed and dated with reasons for request explained in full
- Request must be approved by school official
- To request full one hundred eighty (180) day Leave of Absence, complete documentation and certain conditions will be needed to support said request ... ie: *jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993)*

School Authorization

- Future Professional: _____ SS #: xxx-xx- _____
 - Address: _____
 - Start Date: _____ Phone # (s): _____
 - Program: PERSONAL TRAINER
 - Status: Day Program - Evening Program
 - Hours Accrued to Date: _____ Attendance %: _____ GPA %: _____
- ♦

1. As of _____, I _____ request a Leave of Absence due to the following reason:

2. This LOA will commence on _____ and will end on _____ (30/60/90/120/150/180 days)

3. The future professional will be considered withdrawn if he/she does not return to school on the LOA's ending date. Do note—the future professional may return to school at an earlier date provided he/she has notified the school. However, the time in-between would be considered absentee time. *(ie: granted a 60 day LOA w/end date of 03/19/08 yet returns early on 03/03/08 thus accruing 17 days of absentee time)*

Miscellaneous

- _____ a. LOA Extension: _____ Date: _____
- _____ b. Full 180 day LOA or Extension to 180 days: _____ Date: _____
- _____ c. Reason for Extension: _____
- _____ d. Documentation attached for 180 day LOA or extension to 180 day LOA
- _____ e. Early Return: _____

Signatures / Date

- √ Future Professional: _____ Date: _____
- √ School Official: _____ Date: _____

_____ In person / at School offices
_____ Letter through the Mail
_____ Fax or Email or Facebook, Twitter, etc.
_____ Verbal/over telephone - mailed to future professional for signature***

•Future Professional = Student*

•The qualitative (grade point average) & quantitative (time limit) measure of a future professional's progress toward completing a program of study**

•FAS School may grant an approved Leave of Absence to a future professional who does not provide written request prior to the LOA if the future professional is unable to provide such documentation due to unforeseen circumstances – ie: immediate hospitalization***