



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Leave of absence—Student

Effective Date: August 2018

TITLE: Leave of Absence—Student

RATIONALE: To ensure that a “Leave of Absence” is consistent with accrediting and/or governing bodies

POLICY:

A student in good academic standing will be granted a “Special Dispensation Withdraw” upon request only under the following circumstances:

- Medical
- Military issues

The following guidelines must be adhered to:

All financial obligations have been met prior to SDW being granted

A written request with exact dates of SDW must be submitted to the Education Director with the following items included:

- Printed student name
- Student identification number
- Term end date/last date of attendance
- Start of leave date
- Anticipated date of return
- Academic program
- Detailed explanation for the request including the required appropriate documentation available to support the request.
- Signature and Date (month, day, year) the request is being submitted.

The Education Director will notify the student with the decision within a week of submission.

Upon readmission to the program, the previous enrollment contract will be terminated and he or she will be expected to enroll under a new enrollment agreement.

Students accepted into readmission must adhere to current programmatic requirements.

Tuition costs are subject to change at any time without prior notice.

Students who are approved for a Special Dispensation Withdraw (SDW) must return to the program no later than one year from the Date of Determination, at the same point in the curriculum they left. If the date of return is after the expected point in the curriculum for which he/she left, then the individual must wait until the earliest available curriculum to return. An approved SDW has no effect on the maximum time frame relative to satisfactory academic progress.

If a student does not return as indicated on the approved written SDW request, then the student will be automatically withdrawn from the school. Should the student decide to re-enroll at a later date, then the student will need to restart the course from the beginning based on the enrollment procedures for that course.

RESPONSIBLE PERSONNEL:

Education Director, Instructional faculty, Students