



CALIFORNIA CAREER SCHOOL

Our Students Drive Our Success!

1100 Technology Circle • Anaheim, CA 92805 • (714) 635-6585 • fax (714) 635-6596

WWW.CALIFORNIACAREERSCHOOL.EDU

OFFERING QUALITY VOCATIONAL TRAINING SINCE 1970

LEAVE OF ABSENCE

A request for a Leave of Absence (L.O.A.) does not imply approval. A Leave of Absence must be requested in writing and may only be granted in cases of extreme need.

Conditions to granting an L.O.A. include, but are not limited to::

- a. The L.O.A. involves no additional charges by the school to the student.
- b. The L.O.A. does not exceed 180 days within a 12-month period.
- c. A student may be granted more than one LOA in the event of unforeseen circumstances.
- d. Failure to return as scheduled from a L.O.A. will result in immediate termination.

If a Student Status Confirmation Report arrives while the student is on an approved leave of absence, she/he shall be considered enrolled.

- a. A student who plans to interrupt schooling for longer than sixty days is considered "withdrawn". When the borrower resumes schooling, s/he is considered re-enrolled.
- b. The school should inform the borrower that s/he must notify the lender when the borrower resumes schooling. Otherwise, the borrower will enter repayment.