

## LEAVE OF ABSENCE POLICY

A leave of Absence **must** be approved by Student Services, Student Services Coordinator, or the Vice President of Administration. Once the leave of absence is authorized, students must fill out a leave of absence form to specify the reason for the leave. This form will include your date of departure and your date of return. The student must sign and date the leave of absence request.

The leave of absence form will contain the following items (must be signed and dated):

1. I am requesting to remain on my course and/or program and do not wish to be terminated from school.
2. I will notify the school as soon as possible if I need to extend my leave of absence beyond the original date of return. My extended leave of absence may not exceed 50% of the total length of time on the I-20 form, not to exceed 6 months. I understand that if I exceed 6 months on a leave of absence, I will be automatically withdrawn and terminated.
3. I understand that if I am on an authorized leave of absence and do not return to school by the date of return documented on my leave of absence, and I do not notify the school to extend my leave, I will be automatically withdrawn and terminated.
4. I am requesting a leave of absence for more than 30 days.

For those students that have to leave in the middle of the training with leaves of absence longer than 30 days will need, upon return, flight review training (aircraft and ground) to make sure their flight knowledge and proficiency is precisely where they left off on the last lesson, in order to proceed to the next lesson in accordance with the satisfactory progress policy.

In accordance with FAA regulations students are required to have 100% perfect attendance in ground school and are not allowed to miss one day. Any classes missed by the student must be made up with the Flight Instructor.

The training department requests that if students are to take a leave of absence, they do so between courses and not in the middle of an existing one (excluding extenuating circumstances).

U.S. students in a training program that is 12 months or more are permitted a vacation break every 6 months not to exceed 30 days (emergencies excluded), with a maximum of 60 days in a 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

Students on F-1 visas are permitted a vacation break every 6 months not to exceed 30 days (emergencies excluded), with a maximum of 60 days in a 12-month period. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

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Students on an M-1 visas with I-20 forms that are 12 months in length are permitted a vacation break of 30 days, after 5 months of training has been completed. For students on M-1 Visas with I-20 forms that are 5 months or less, students are required to complete their training; no vacation is permitted since your attendance in school is for a short period of time (emergencies excluded). In emergency situations, as serious illness or death of immediate family, international students may have a leave of absence up to 50% of the total length of time on their I-20 form not to exceed 6 months (whichever is less); however, if the student has taken already taken a leave of absence, the amount of time already taken will be deducted and will not exceed 50% of the total length of time on the I-20 form not to exceed 6 months (whichever is less).

All students must follow the leave of absence policy guidelines to request a break in their training. Students not on a authorized leave of absence and fail to attend their given lessons 14 consecutive days or more will be terminated from school.

## PROBATION

### DISCIPLINARY PROBATION

Students may be placed on disciplinary probation if they violate any school policies or state or federal laws. A student will remain on disciplinary probation for a period of one month. In the event the student continues to misbehave, Phoenix East Aviation reserves the right to terminate the student at its discretion. If a student is placed on probation two times, Phoenix East Aviation reserves the right to terminate the student from the school.

## CONDUCT POLICY

Whether on campus or in the community, students are expected to conduct themselves as responsible citizens. Any violation of school policies and/or state or federal regulations may result in the student being placed on Disciplinary Probation. Any continued violations may result in the immediate termination of the student from the school.

## International Student Full Time Attendance Policy in accordance with the Department of Homeland Security (DHS)

In accordance with the Department of Homeland Security(DHS), international students must maintain full time attendance in school. Full time attendance in school is defined as 18 clock hours per week in the classroom or 22 hours per week lab (airplane/simulator). All students are encouraged to use their identification and swipe their ID when they enter school and swipe their ID when they are done for the day.

