

**WyoTech**  
**2021/2022 Catalog Addenda to**  
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**ADDENDUM, Effective 10/1/2021**

**The information below is an update to Attendance Policy, starting page 22.**

Leave of Absence (LOA) Policy

Leaves of Absence are only granted, at the School's discretion, for circumstances of positive testing for COVID and/or need to quarantine at cause of positive COVID test. Leaves of Absence may not extend beyond 2 terms, or 12 weeks. Documents supporting Leave of Absence must be submitted (emailed) to the Director of Training and or/Program Coordinator after receiving positive COVID test. Student must notify the school and start quarantine immediately after receiving COVID test.

1. The applicable School Official must approve LOA request within 5 business days of notification of quarantine.
2. Student must complete LOA form and provide proof of positive COVID test.
3. School Official must have reasonable assurance that the student will return at the end of the LOA.
4. School may request additional documentation before finalizing an LOA.
5. Students who fail to return on their scheduled LOA return date will be dropped from the program.
6. Upon approval of and during an LOA, the School does 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.