**WITHDRAWAL / TERMINATION POLICIES**

**STUDENTS WHO WITHDRAW\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 30 days, after which time the items become the property of The Avenue Academy.

Students wishing to transfer to another institution must pay all monies owed to The Avenue Academy, and all applicable academic requirements must be met in order for the student transcripts to be released.

**TERMINATION POLICY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Avenue Academy may terminate a student’s enrollment for immoral and/or improper conduct, receiving seven (7) coaching sessions, failing to comply with educational requirements, and/ or the terms as agreed upon within the enrollment contract. The student will be charged an administrative fee of $150 .00.

**TERMINATION APPEAL PROCEDURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If a student is terminated due to receiving the maximum amount of coaching sessions, or due to the following reasons: inadequate grades, failure to comply with attendance policies, or failure to comply with any student policies of the academy as outlined in the policies section of the contract and stated in this catalog, the student may appeal the termination decision. A student has five (5) calendar days from the date of termination to appeal the decision. The student must submit a written appeal to the school’s Advisor on the school’s Termination Appeal Form describing why they were terminated, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to continue through the program without incident.

An appeal hearing will take place within 15 business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student’s instructor, and the school director. A decision on the student’s appeal will be made within three (3) business days by the director of education and will be communicated to the student in writing. This decision will be final.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

**OFFICIAL WITHDRAWAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENTS RECEIVING FINANCIAL AID** should talk to a financial aid advisor before withdrawing. **Withdrawal from The Avenue Academy does not cancel all tuition and fees, but can substantially affect aid eligibility. Failure to comply may result in your owing a substantial sum rather than having a zero balance or a refund.**

Once you have completed the Student Request for Official Withdrawal form and your withdrawal has been entered by your Administrator and Financial Aid Advisor (if applicable), you will be considered withdrawn from the Academy. Upon withdrawal students are required to empty their locker and gather all personal items, tools, kits and books unearned are to be returned and all other details and paperwork settled between the Academy and the student. You will no longer be entitled to use services or facilities provided for the benefit of The Avenue Academy students.

It is your responsibility to protect your entitlement to refunds, to fulfill your obligations concerning financial aid, and, if applicable, to return tools, kits and books, if they have not yet been earned by tuition.

Please make sure to speak with the Administrator and the Financial Aid Advisor (if applicable) before you leave the Academy to ensure you leave in good standing and that you will receive any refunds to which you are entitled. Failure to clear with the appropriate departments also may result in processing delays should you decide to re-enroll at a later date or require access to your academic record.

THE ACADEMY ASSUMES NO RESPONSIBILITY FOR LOST OR REDUCED REFUNDS, OR LOSS OF FINANCIAL AID OR OTHER ENTITLEMENTS IF YOU FAIL TO CLEAR THOUGH THE APPROPRIATE DEPARTMENTS.