

Student Leave of Absence Policy

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Purpose

To document the policy relating to applying and granting study leave which allows students to interrupt study and return to complete the course at a later date

Scope

Applies to all full-time and part-time students who have been enrolled at Box Hill Institute for a minimum of one semester, with the exception of Apprentices and Trainees who are covered by an external agreement

Policy

The Institute grants leave of absence from studies for up to two (2) semesters.

Students returning to studies after an approved Leave of Absence of no more than 2 Semesters may return to the original version of their course, providing the original version of the course is still available for study.

Where the original course of study has been superseded during the period of the student's leave of absence and is no longer available for study, the student will be required to articulate into the most current version of the course.

Students returning to study from an unauthorised interruption to their studies will be required to enrol in the most current version of the course.

The refunds ruling of The Ministerial Directive on Fees and Charges applies to all Certificate I-IV level students seeking a Leave of Absence.

The refunds ruling of The Higher Education Support Act 2003 (HESA) applies to all Diploma level and above students seeking a Leave of Absence

International inbound students may apply for Leave of Absence subject to their Student Visa conditions. International students who are granted a Leave of Absence will be obliged to pay the tuition fees applicable to the year in which they commence their studies.

Definitions

Leave of Absence - An approved period of absence from a course of study

Code of Conduct

All staff are expected to conduct themselves in a manner consistent with the Code of Conduct for the Victorian Public Sector and in accordance with the Box Hill Institute Code of Conduct for Staff.

Responsibility/Authority

Managers are responsible for assessing the eligibility of the leave of absence application and notifying students of enrolment details

The **Registrar** is responsible for informing students of the outcome of their application for leave of absence and the appeals process.

Students are responsible for initiating the process by completing the Leave of Absence Form and contacting the Teaching Centre within the prescribed timelines, of their intention to re-enrol.

Student Support Services provide support to students in their process for appeal against non-granting of Leave of Absence, upon a student's request.

The **Appeals Committee** hears appeals against unsuccessful applications for leave of absence.

Records

Records will be maintained in line with the VET Quality Framework standards and the Retention & Disposal Authority for Records of Higher and Further Education Institutions (PROS 02/01)

References and Compliance Requirements

Australia. Sex Discrimination Act 1984

Australia. Sex Discrimination and Other Legislation Amendment Act 1992

Victoria. Equal Opportunity Act 1995 (amended 1997)

Ministerial Directive on Fees and Charges

Higher Education Support Act 2003 (HESA)

VET Quality Framework

Related Documents

[Institute: Student Leave of Absence Procedure](#)

[Institute: Deferment Policy](#)

[Institute: Enrolment Policy](#)

[Merit and Equity in Human Resource Management Policy](#)

Review

This policy must be reviewed no later than five (5) years from the date of endorsement. The policy will remain in force until such time as it has been reviewed

and re- approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

DOCUMENT CONTROL

Policy ID:	POLSA14
Classification:	Operational
Approved by:	CEO under delegation from the Board
Date Approved:	26 March 2012
Board Reference:	NA
Committee Reference:	Board of Studies Meeting 26 October 2011
Prepared by:	Registrar
Accountable Manager:	Executive Director, Learning & Academic Affairs
