

## Students Leave of Absence Procedure

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### PROSA14 – Students Leave of Absence Procedure

The Procedure for Students Leave of Absence consists of six (6) components:

1. [Applying for leave of absence](#)
2. [Processing an application for leave of absence](#)
3. [Appealing against rejection of an application for leave of absence](#)
4. [Hearing an appeal against rejection of an application for leave of absence](#)
5. [Notifying the student of appeal decision](#)
6. [Resumption of studies](#)

#### 1. Applying for a leave of absence

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**Student Administration** or **Managers** provide students with the Leave of Absence Form

**The student:**

- obtains a Course Exit Form and a Leave of Absence Form from the Student Administration on their campus or their Teaching Centre Manager
- completes the Course Exit Form and the Leave of Absence Form attaching any supporting information
- gives both the forms to the Manager to review the application

**The Ministerial Directive on Fees and Charges applies to students seeking leave of absence.**

#### 2. Processing an application for leave of absence

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**The Manager** within five (5) working days from the receipt of the Course Exit Form and the Leave of Absence Form:

- reviews and processes the application for leave of absence
- if approved forwards the Course Exit Form, with the Reason for Exit being Leave of Absence circled.
- retains the completed Leave of Absence Form in their Centre as a record of the Leave of Absence along with any confidential information until one year after the expiry of the leave
- notifies the student about enrolments details at least two weeks prior to the enrolment date

The **Registrar** in writing (within three (3) days of receipt of the Course Exit Form (based on leave of absence):

- notifies the student of the outcome of their application
- informs the student, if leave of absence is approved, of the requirement to notify the Teaching Centre in writing two (2) months before the leave of absence expires their intention to resume studies
- Advises the student, if leave of absence is rejected, of the appeal process

The **Student** notifies the teaching centre in writing of their intention to resume studies at least two months before the Leave of Absence expires. Failure to do so will result in the loss of their place in the course.

### 3. [Appealing against rejection of an application for leave of absence](#) [Back to top](#)

**Students** may appeal against a decision to reject an application for leave of absence if they believe that:

- the Institute did not carry out the above procedures
- personal bias or bad faith was involved in the decision, or
- the student was discriminated against (as specified by the Victoria. Equal Opportunity Act 1995 or the Australia. Sex Discrimination Act 1984)

The **student**:

- consults with the Institute's Student Support Service to assist in preparing the appeal
- puts the appeal in writing to the Registrar, within three (3) working days of being notified that application for leave of absence is rejected, and includes:
  - student name, address and name of course
  - grounds of appeal
  - details of any actions followed before the appeal
  - any supporting documentation

The **Registrar** submits the appeal to the Chair of the Board of Studies

### 4. [Hearing an appeal against rejection of application for leave of absence](#)

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The **Chair of the Board of Studies**, within (5) working days from receipt of an appeal convenes the Appeals Committee.

The Appeals Committee consists of:

- the Chair of the Board of Studies
- an academic staff member nominated by the Board of Studies, not from the same Centre as the student seeking leave of absence.
- a representative from the Student Activities and Representative Committees (SARC)
- the Registrar acts as an Executive Officer to the Appeals Committee but is not a member of the committee

The **Registrar** advises the student and Manager in writing at least two (2) working days prior to the hearing, notifying them of the date, time and venue of the hearing.

The **student**:

- may submit any additional information to the Appeals Committee to support the application
- shall have the right to appear personally at the Appeals Committee and/or choose a representative to be present
- advises the Registrar if he/she wishes to make a verbal presentation to the Appeals Committee in support of the application
- advises the Registrar if he/she wishes to question any person giving evidence at the hearing of the Appeals Committee

The **Appeals Committee** shall:

- satisfy itself that both the Manager concerned and the student have been given not less than two (2) working days prior notice in writing of the hearing
- give both the Manager and the student concerned the right to be heard in person or in writing or both
- give the student concerned the right to question any persons giving evidence
- give both the Manager and the student the right to provide further relevant supporting evidence at the hearing

The **Manager**

- may be required to answer questions concerning the original recommendation
- advises the Registrar if he/she wishes to provide relevant supporting evidence at the hearing of the Appeals Committee
- advises the Registrar if he/she wishes to make a verbal presentation to the Appeals Committee in support of the application

Only members of the Appeals Committee will be present when the determination is made.

The **Appeals Committee** may:

- disallow the appeal and confirm the previous decision, or
- allow the appeal and determine that the student be entitled to the leave of absence for which they applied

## 5. Notifying the student of appeal decision

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The **Registrar** within three (3) working days of the hearing;

- advises the student, in writing, of the outcome, stating the reasons if the appeal has been disallowed
- forwards a copy of the minutes, which includes the recommendations, to the Appeals Committee members
- advises the Chair of the Board of Studies to include the minutes as an agenda item for the next meeting of the Board of Studies

## 6. Resumption of studies

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The **student** must notify the Teaching Centre in writing, two (2) months before the period of Leave of Absence expires of their intention to resume studies. Failure to do so will result in a loss of place in the course of study.

The **Manager** notifies the student, in writing, of the date, time and venue of enrolment plus any other applicable information.

### Forms

[Leave of Absence Form](#)

[Course Exit Form](#)