

Leave of Absence Policy



Purpose

This policy sets out the principles and procedures for managing leave of absence from a School of Contemporary Music course of study.

Scope

Diplomas and Certificates

Policy

Leave of Absence relates to a suspension of study for a period of time after enrolment has taken place. A Leave of Absence may be applied for in writing to the Administrative office and granted, for a total of two periods of not greater than six months each, which time shall not count as part of the student's course duration.

Eligibility for Leave

In the case of leave of absence, the student should:

- have the approval of the Administrative Office;
- not exceed a maximum of one year, which time shall not count as part of the student's articulation;
- be granted leave in periods of six months (or standard teaching terms);
- not be enrolled in any subject during the period granted;
- not normally be engaged in any activities related to their studies;
- normally retain restricted access to School of Contemporary Music facilities during the period of leave.

In circumstances where a course or subject is being phased out, students are required to complete a course plan taking into account these constraints before an application for leave of absence could be approved.

Leave of absence will not be permitted to undertake studies towards another tertiary course. Exceptions may be made for those wishing to undertake study abroad for credit towards their course.

Applications for Leave of Absence

Students are advised to apply for leave of absence in advance of the commencement of the relevant term, although the last date for submission of a timely application is the census date for the relevant teaching period. Applications for leave of absence submitted after the relevant census date will only be considered where compelling personal, medical or compassionate grounds exist. If leave of absence is approved after the census date, students will remain financially liable for their subject enrolments at the census date. In exceptional circumstances a student may be eligible for a refund for the relevant subjects, less an administration charge, even after a late application for leave of absence.

Unapproved Leave

Students who fail to re-enrol and do not have a leave of absence approved may have their enrolment terminated on the grounds that they have abandoned their studies. Students who withdraw from all their subjects in a term either before or after the census date, and do not apply for a leave of absence, are considered to have taken unapproved leave.

Additional Leave

Students may be permitted to take up to one year of additional leave of absence where there are compelling personal, medical or compassionate grounds. Students who have taken the maximum leave of absence permitted (two years) and are still unable to return to their studies will be suspended and must re-apply for entry if they wish to return to study.

Student Visas

School of Contemporary Music may grant a leave of absence to international students holding student visas, but the reason for taking leave may impact on the student's visa. The grounds on which student visa holders may be granted leave of absence without cancellation of their visa are set out in the Supports to Overseas Students.

School of Contemporary Music is required to report students who have taken leave from their studies to the Home Office. Students who have taken leave for reasons not permitted under the legislation will be deemed to have discontinued their studies and will have to apply for a new visa in order to re-enter the country as a student.

Responsible for implementation
Chair, Academic Administration

Key stakeholders
Students

Procedures

Leave of Absence Procedure

Application Process

Students should lodge their application via the School of Contemporary Music Enrolment Form, including all required supporting documentation.

Response to Application

Students will receive a written response to their application for leave of absence, including instructions for any further action that may be required.

Where an application is denied, students will be given an explanation of the reason for the decision.

Where applications are approved, leave of absence for the approved period will be entered in the student system.

Cancellation of Leave

If a student has been placed on leave of absence it may be possible to cancel the leave and enrol in subjects, depending on the timing of the request for cancellation. Requests for cancellation of leave of absence should be made in writing to their Administrator to be reviewed. A student who requests cancellation of leave of absence may be required to discuss their request with the Director before a final decision is made.

Implications of Leave for Students

Students who take leave of absence will normally be required to lengthen the duration of their program by the period for which they are on leave. Temporary entrant visa holders permitted to take leave of absence are recommended to seek immigration advice. This requirement applies for all types of leave, including unapproved leave. It is the responsibility of each student who takes leave of absence to ensure they re-enrol after their period of leave. Failure to comply with these instructions may result in termination of enrolment on the grounds that the student has abandoned their studies. Students shall be made aware of these implications when their leave of absence application is approved.

Policy owner: Chair, Academic Administration
Policy category: Academic: Academic Administration
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