



CHRISTIAN HERITAGE COLLEGE

POLICY: Leave of Absence for Domestic Students

Policy Group(s):	Group B: Academic – 1: Students (Ref: B1/0608.1-0518)
Related Policy:	Deferral for Domestic Students Grievance Policy for Domestic Students – Academic Grievances Grievance Policy for Domestic Students – Non-Academic Grievances Time Limits for Course Completion Withdrawal for Domestic Students
Commencement Date:	July 2008
Review Date:	May 2018
Scheduled Review Date:	May 2023

POLICY STATEMENT

Intent:

Christian Heritage College (CHC) recognises that the needs of students alter throughout the period of their course of study and from time to time it may be beneficial for students to take a leave of absence from their studies for a short period of time. The importance of communication between students and staff is paramount and the requirement to make formal application for leave of absence is one way to assist students when making decisions about the best pathway to achieve their academic goals and expected outcomes.

Formal application for leave of absence assists staff to track students' enrolment and assists students to maintain successful progression through a course of study.

Scope:

Restricted to: Domestic students

Excludes: Overseas students. Restrictions apply as per the *National Code 2018*. Students who have not completed six (6) months of study.

Objectives:

1. To provide clear guidelines concerning leave of absence for domestic students and staff.
2. To facilitate a smooth pathway for leave of absence for students.
3. To provide clear guidelines for processing applications.

Policy Provisions:

1. General

- 1.1. Leave of absence from a course of study at CHC is only available to students who have engaged in six months of study within their chosen course.
- 1.2. Leave of absence for a course of study is available prior to census date of the semester for which the leave of absence is sought.

- 1.3. Leave of absence is not an option for students at the time of the offer of a place (see CHC Policy: *Deferral for Domestic Students*).
- 1.4. To apply for a leave of absence, students must complete an online *Application for a Leave of Absence* form available on the CHC website.
- 1.5. The date of application for a leave of absence is the date on which the application is received by CHC.
- 1.6. It is possible for students to apply for a leave of absence at any time after successfully completing six months of study without placing future enrolment in jeopardy.
 - 1.6.1. Students should be aware there may be consequences for their course completion in terms of sequencing and availability of units.
- 1.7. Applications for leave of absence do not attract a fee. Students cannot apply for a leave of absence beyond the census date of a semester and therefore no financial or academic penalties apply.
- 1.8. A leave of absence is for a period of six months. Students may apply for no more than two consecutive periods (Semester 3 not included) unless special circumstances exist which are unusual, uncommon or abnormal. After this time, a student must re-engage in or withdraw from their studies.
- 1.9. Approved periods of leave of absence contribute to time limits for course completion¹.
- 1.10. Students are eligible to apply for an unlimited number of leave of absences providing they can complete the course requirements within the stated course time limits and the periods of absence do not exceed two consecutive periods.
- 1.11. All Library borrowing rights and access to CHC services are suspended during the leave of absence.
- 1.12. Applications for leave of absence may be rejected for academic reasons at the discretion of the Dean. This may be particularly relevant to time limits for course completion. In such instances, students are able to access CHC Policy: *Grievance Policy for Domestic Students – Non-Academic Grievances*. If a student accesses this policy, the student's enrolment status remains active and the student is advised to attend classes until the completion of the review process.

2. Formal Approval

- 2.1. Formal approval for a leave of absence is required for students to preserve their active enrolment status and/or their entitlement to Commonwealth support or assistance.
- 2.2. Applications for leave of absence are approved by the student's Course Coordinator.
- 2.3. The effective date of a leave of absence is the date on which the application is approved by the Course Coordinator.

3. Communication

- 3.1. After assessing the application, the Course Coordinator will notify Student Administration regarding the outcome of the application.
- 3.2. Student Administration will advise the Academic Registrar, who will consider the application with regard to *HESA (2003)* and the Guidelines.
- 3.3. Students will be notified in writing of the outcome of their application.

¹ This provision replaces provision 1.7 from version B1/0605.1 and grandfathering arrangements are in place for those students who were granted a Leave of Absence under that version. See Supporting Procedures and Guidelines below.

4. Returning from a Leave of Absence

- 4.1. Students who are returning to their studies after a leave of absence must contact their Course Coordinator before resuming their studies.
- 4.2. Students will be reminded to complete an online Unit Selection form as the time for re-engagement in study approaches.

Supporting Procedures and Guidelines:

1. Student Procedure

- 1.1. Students must complete an *Application for Leave of Absence* form available on the CHC website.
- 1.2. Students will be notified in writing within four weeks regarding the outcome of their application.

2. Staff Procedure

- 2.1. Upon receipt of an application, the Course Coordinator will assess the application taking into account any previous periods of leave of absence, any specific issues which may impinge on time limits for course completion such as significant transfer of credit granted, and any other relevant factors.
- 2.2. The Academic Registrar will consider the application in the light of *HESA (2003)* and the Guidelines. The only consideration by the Academic Registrar will be administrative.
- 2.3. The Academic Registrar will communicate the outcome of the application in writing to the student.
- 2.4. Student Administration will record the leave of absence in CHC Manager.
- 2.5. Student Administration will notify the Library.
- 2.6. The Library will make the adjustments on the Library Management System and borrowing rights will be suspended for the period of the leave of absence.
- 2.7. Changes will be made to accounts as required.
- 2.8. As the time for re-engagement in study approaches the student will be contacted, by way of reminder, to complete a Unit Selection form for the following semester.

3. Guidelines

- 3.1. No financial or academic penalties apply as leave of absence is not available to students after the census date. Please note the date of leave of absence is the date on which the application is received by CHC.

4. Grandfathering Arrangements

- 4.1. Students who applied for and were granted an approved leave of absence prior to 1 January 2012 will be eligible to not have up to twelve months not contribute to the time limits for the completion of their course.
- 4.2. Students who applied for and were granted an approved leave of absence prior to 1 January 2012 will become eligible for further periods of approved leave of absences however any such absences will contribute to the time limits for the completion of their course.

POLICY FURTHER INFORMATION

Relevant Commonwealth/ State Legislation	Higher Education Support Act HESA (2003) Commonwealth Scholarship Guidelines Higher Education Standards Framework (HESF 2015)
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ACCOUNTABILITIES

Implementation:	Academic Registrar; Schools
Compliance:	Academic Registrar
Monitoring and Evaluation:	Academic Registrar and Deans
Development and Review:	Director of Quality and Standards
Approval Authority:	Academic Board
Interpretation and Advice:	Academic Registrar

WHO SHOULD KNOW THIS POLICY?

Students
Deans
Academic staff
Academic Administration staff
Business Office staff

EFFECTIVENESS OF THIS POLICY

- Performance Indicators:**
- The ratio of successful: unsuccessful leaves of absence;
 - The number of students who return to study after a leave of absence.

Other:

Definitions and Acronyms: CHC – Christian Heritage College
Commonwealth Supported Student – a student who is studying as a Commonwealth supported student pays a student contribution amount. (If you are Commonwealth supported it is stated on your Letter of Offer)
Dean – the head of the School administering a course, includes the Executive Director, Millis Institute.
School – the academic organisational units of CHC, includes the Millis Institute.

APPROVAL – section maintained by the Director of Quality and Standards

Reference No.	Approved	Date	Committee/Board	Resolution No. / Minute Ref.
B1/0608.1	Yes	17/07/2008	Academic Board	4.4

REVISION HISTORY – section maintained by the Director of Quality and Standards

Revision Reference No.	Approved/ Rescinded	Date	Committee/Board	Resolution No. / Minute Ref.
0909	Approved	17/09/2009	Academic Board	4.2
0911	Approved	15/09/2011	Academic Board	4.1
0518	Approved	31/05/2018	Academic Board	5.2