

Leave of Absence Procedures

1. Governing policy

These procedures relate to the *Terms and Conditions of Enrolment*. They outline how a student can apply for a leave of absence from their studies at the Institution. A leave of absence allows students to temporarily pause their studies, resuming later to complete the course. A leave of absence does not normally exceed a cumulative total of three trimesters, up to 12 months. This may be taken as a single continuous period or divided across multiple trimesters.

These procedures are aligned with relevant Australian Government legislation including the *National Code of Practice for Providers of Education and Training of Overseas Students 2018* (National Code), Standard 9.

2. Scope

These procedures apply to students requesting a leave of absence from their studies and staff who approve these requests. These procedures do not apply to prospective students seeking to defer the commencement of their course (refer to the Deferral of Course Commencement Procedures).

3. Procedures

These procedures outline five key stages involved in assessing and managing a student's request for a leave of absence as outlined in Table 1:

1. *Submit request*

Once a student has first enrolled, they must obtain formal approval for any leave of absence. An approved leave of absence does not normally exceed a cumulative total of three trimesters, up to 12 months. This may be taken as a single continuous period or divided across multiple trimesters. Where a leave of absence is taken in separate study periods, approval must be granted for each study period individually.

2. *Assessment and outcome*

Students must request a leave of absence before Friday, 5pm in Week 3 (*also*

known as the census date) of the relevant trimester. This date will differ for students enrolled as part of a mid-trimester intake. Approval for international students can only be granted where compassionate or compelling circumstances are demonstrated through appropriate documentary evidence.

3. *Review of the outcome*

Students have the right to lodge a complaint where a leave of absence request has been refused in accordance with the Complaints and Appeals Policy.

4. *Recording and reporting*

All leave of absence requests are recorded in the student management system. For international students, approved leave of absences are reported in PRISMS in accordance with legislative requirements.

5. *Recommencing studies*

The Institution confirms with students when they are due to recommence their studies so they can pre-enrol in the upcoming study period. Students returning from a leave of absence are subject to the course requirements in effect at the time of their return. Students who are not enrolled in subjects after Friday, 5pm in Week 3 have their enrolment cancelled and international students are reported to Department of Home Affairs (DHA).

Table 1

Process	Responsibilities	Timeframe
Step 1 Submit request		

<p>1.1 Students seeking a short break in their studies, less than two weeks in duration and with no expected impact on their academic progress, must first discuss their intentions with their lecturer.</p> <p>Before Friday, 5pm in Week 3* (<i>also known as the census date</i>)</p> <p>1.2 For breaks longer than two weeks, all students must request a leave of absence before Friday, 5pm in Week 3 of the relevant trimester.</p> <p>1.3 Domestic students are not required to submit documentary evidence for a leave of absence request.</p> <p>1.4 As defined under Standard 9 of the National Code, international students are only permitted to apply for a leave of absence with supporting evidence of compassionate or compelling circumstances including (but not limited to):</p> <ol style="list-style-type: none"> a. serious illness or injury affecting a student's ability to study; b. witnessing or being the victim of a serious crime; c. bereavement of close family members (e.g., parents or grandparents); d. major political upheaval or natural disaster in a student's home country; or e. traumatic upheaval impacting the student's health, wellbeing, or ability to continue studies. <p>1.4.1 Supporting documentary evidence may include (but not limited to):</p> <ol style="list-style-type: none"> a. medical certificate/letter from a registered health practitioner; b. a death certificate; c. a police report; and/or d. other supporting documentation, including return air tickets to home country, as applicable. <p>1.4.2 Any supporting evidence not issued in English must be translated by an official translator. Translators in Australia must be certified by the National Accreditation Authority for Translators and Interpreters (NAATI).</p> <p>1.5 There are no financial or academic penalties for students who have been approved for a leave of absence.</p> <p>1.6 Students are required to apply for a leave of absence by completing the ONLINE FORM.</p> <p>After Friday, 5pm in Week 3*</p> <p>1.7 Leave of absence requests submitted after Friday, 5pm in Week 3 for a given study period are not permitted.</p> <p>1.8 Domestic students may withdraw from subjects after Friday, 5pm in Week 3 and up to the Academic Withdrawal Date (typically Friday 5pm of week 8, unless otherwise advised) in accordance with the Withdrawal Procedures. If withdrawal occurs within this period, students will not incur academic penalties. However, they will not be eligible for a refund of fees.</p> <p>1.9 Domestic students who withdraw from subjects after the Academic Withdrawal Date and no later than Friday, 5pm in Week 11, will incur academic penalties and will not be eligible for a refund of fees.</p> <p>1.10 International students are not permitted to withdraw from subjects after Friday, 5pm in Week 3 unless compassionate or compelling circumstances are demonstrated through appropriate documentary evidence. See clause 1.4.</p> <p>1.11 International students who are permitted to withdraw from subjects after Friday, 5pm in Week 3 on the basis of clause 1.10, are subject to the same academic and financial penalties outlined in clauses 1.8 and 1.9.</p> <p>1.12 Refund information is outlined in the <i>Refund of Fees Policy - Domestic Student</i> and <i>Refund of Fees Policy - International Student</i>.</p> <p>1.13 Academic penalties are outlined in the <i>Grading Policy</i>.</p> <p><i>* This date will differ for students enrolled as part of a mid-trimester intake.</i></p>	<p>Student Student Services</p>	<p>Form submitted by Friday, 5pm in Week 3 in each study period</p>
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Step 2 Assessment and outcome		
<p>2.1 The Associate Vice President (Student Administration) (or delegate) assesses each leave of absence and determines whether to approve or reject the application.</p> <p>2.2 Applications will be rejected where:</p> <p>a. The Institution determines there are no compassionate or compelling circumstances to support the application (international students;</p> <p>b. insufficient supporting evidence has been provided; or</p> <p>c. the leave of absence request is for more than 12 months, in which case a student must withdraw from studies and reapply for admission.</p> <p>2.3 The Institution retains the right to approve or reject a request on a case-by-case basis.</p> <p>2.4 Students are notified of the outcome via email within 10 business days of submitting their request.</p> <p>2.5 If the leave of absence request is approved, the notification includes:</p> <p>a. the approved period of leave; and</p> <p>b. advice for international students to contact the DHA to understand any potential impacts on their student visa;</p> <p>2.6 If the leave of absence request is rejected, the notification includes:</p> <p>a. the reasons for decision; and</p> <p>b. information regarding the student's right to lodge a complaint about the decision within 20 business days as per the <i>Complaints and Appeals Policy and Complaints and Appeals Procedures</i>.</p>	Student Centre Manager	10 working days
Step 3 Review of the outcome		
<p>3.1 Students may lodge a complaint about the decision in accordance with the <i>Complaints and Appeals Procedures</i>.</p> <p>3.2 Student Services is notified of the outcome of the complaint.</p> <p>3.3 If the refusal decision is upheld, no further action is required from Student Services.</p> <p>3.4 If the outcome results in the leave of absence request being granted, Student Services proceeds to Step 2.3 to notify the student of the approval.</p>		
Step 4 Recording and reporting		
<p>4.1 The leave of absence outcome is recorded on the student management system and any associated records for the course.</p> <p>4.2 For international students, the Confirmation of Enrolment (COE) is reported in PRISMS within 31 days of the leave of absence (suspension) date. Anew COE is then issued for the intended return to study date and provided to the student.</p> <p>4.3 All leave of absence documentation is stored in the student management system.</p>	Student Services	
Step 5 Recommencing studies		

<p>5.1 In Week 8 (approximately) of each study period, Student Services emails all students who are on an approved leave of absence and are due to return in the following study period. The email advises that their enrolment will be reactivated in the following study period. Students who have not exceeded the 12-month maximum leave period and wish to extend their leave of absence must submit a new leave of absence request.</p> <p>5.2 Once the student confirms their intention to recommence studies, Student Services updates the enrolment status to enable pre-enrolment for the upcoming study period, once pre-enrolment is open.</p> <p>5.3 After Friday, 5pm in Week 3 of the subsequent study period, Student Services reviews the list of students scheduled to recommence and checks the student management system to identify those who did not enrol in subjects.</p> <p>5.4 For students who did not return to study, their enrolment status in the student management system is updated to reflect the student's abandonment of studies, and their enrolment at the Institution is cancelled.</p> <p>5.5 The Associate Vice President (Student Administration) (or delegate) must then report each international student who did not return to their studies to the DHA via PRISMS.</p> <p>5.6 PRISMS reporting must be completed within:</p> <p>a. 14 days after 5pm on Friday of Week 3 (termination of studies date) for students under 18 years of age; or</p> <p>b. 31 days after 5pm on Friday of Week 3 (termination of studies date) for students above 18 years of age.</p> <p>5.7 The student's COE must be reported through a Student Course Variation (SCV) and selecting the reporting option "termination of studies prior to completing the course" and reason type "student notified cessation of studies" which results in cancellation of the COE.</p> <p>5.8 Students are notified via email that their COE has been cancelled and that they have been reported to the DHA for cessation of studies.</p>	<p>Student and Student Services</p>	<p>Week 8 After Friday, 5pm in Week 3</p>
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4. Reporting

Requests for a leave of absence from international students are reported in PRISMS where appropriate, as detailed in Table 1.

5. Records management

All leave of absence requests are recorded in the Institution's student management system. Where applicable, statutory reporting is completed in PRISMS. All records of the leave of absence request are retained for two years after the student ceases to be an accepted student, in accordance with the Records Management and Personal Information Procedures.

6. Related documents

Deferral of Course Commencement Procedures

Withdrawal Procedures

Terms and Conditions of Enrolment

7. Version history

Summary of changes	Approved by	Approval date
	Academic Board	2 August 2019
	EMG	14 September 2020
	EMG	9 June 2023

<p>Comprehensive review:</p> <ul style="list-style-type: none"> · A LoA to not exceed a cumulative total of three trimesters, up to 12 months. This may be taken as a single continuous period or divided across multiple trimesters · For separate study periods, approval must be granted each study period <ul style="list-style-type: none"> · LoA requests must be applied for by Friday 5pm Week 3 for ALL students. International students must have compassionate or compelling reasons · LoA required for periods more than 2 weeks · After week 3 and up to the academic withdrawal date (typically Friday of week 8), domestic students can drop/withdraw subjects with no academic penalty. No refund eligible. <ul style="list-style-type: none"> · After the academic withdrawal date and before Friday week 11, domestic students can withdraw from subjects but with both academic and financial penalties. · After week 3, international students cannot withdraw from subjects unless there are compassionate and compelling circumstances 	<p>EMG</p>	<p>2 April 2026</p>
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