

QMS Online

Section: Policy Manual

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Note: This is an uncontrolled document when printed.

Student Leave of Absence Policy - Box Hill Institute and CAE

Purpose

To determine the policy and principles which apply to the granting of student leave of absence.

Scope

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

Policy Statement

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Where the original course of study has been superseded during the period of the student's leave of absence and is no longer available for study, the student will be required to articulate into the most current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

Where students are returning from an unauthorised interruption to their studies, students will be required to enrol in the most current version of the course.

International inbound students may apply for Leave of Absence subject to their Student Visa conditions.

Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Code of Conduct for Employees.

Definitions	Leave of Absence - an approved period of absence from a course of study.
Related Procedures	The following procedures are linked below: <ul style="list-style-type: none"> • Student Leave of Absence Procedure – BHI and CAE • Student Deferral Procedure – BHI and CAE • Student Enrolment Procedure – BHI and CAE • BHI Group Records Management Procedure
Related Operating Guidelines	NIL
Related Forms	See linked forms below.
Related Policy, Legislation and Regulation	<p>Box Hill Institute Group</p> <ul style="list-style-type: none"> • Student Deferral Policy – BHI and CAE • Student Enrolment Policy – BHI and CAE • BHI Group Records Management Policy <p>External</p> <ul style="list-style-type: none"> • Equal Opportunity Act 1995 (Cth) • Higher Education Support Act 2003 (Cth) • Ministerial Directive on Fees and Charges

	<ul style="list-style-type: none"> • VET Quality Framework
Records	Records will be maintained in accordance with the requirements of Box Hill Institute's and CAE's Records Management Policy and Procedure.
Review	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.
Approval Body	CEO
Endorsement Body	Higher Education Board of Studies VET Board of Studies
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Associated Files

1. Student Deferment Policy – BHI and CAE
2. Student Enrolment Policy – BHI and CAE
3. BHI Group Records Management Policy
4. Student Leave of Absence Procedure – BHI and CAE
5. Student Deferment Procedure – BHI and CAE
6. Student Enrolment Procedure – BHI and CAE
7. BHI Group Records Management Procedure
8. Leave of Absence Form
9. Course Exit Form