

## QMS Online

Section: Policy Manual  
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Note: This is an uncontrolled document when printed.

### Student Leave of Absence Procedure - Box Hill Institute and CAE

Related Policy	Student Leave of Absence Policy – BHI and CAE	
Procedure	Responsibility	
<p><b>1. Applying for a leave of absence</b></p> <p>a) The student obtains a Course Exit Form and a Leave of Absence Form from either Student Administration, the relevant Teaching Centre Manager, or downloads the form from the Student Web or Institute/CAE website.</p> <p>b) The student completes the Course Exit Form and the Leave of Absence Form attaching any supporting information and submits both forms to the relevant Teaching Centre Manager/Head of Higher Education.</p>	Student	Student
<p><b>2. Processing an application for leave of absence</b></p> <p>a) The Teaching Centre Manager/Head of Higher Education or delegate within five (5) working days from receipt of the Course Exit Form and Leave of Absence Form:</p> <ul style="list-style-type: none"> <li>• reviews and processes the application for leave of absence.</li> <li>• if approved, retains the original completed Leave of Absence Form along with any confidential information until one year after the expiry of the leave.</li> <li>• if approved forwards the Course Exit Form with the Reason for Exit being Leave of Absence circled, together with a copy of the completed Leave of Absence Form to Student Administration.</li> </ul> <p>b) The Registrar, within three (3) days of receipt of the Course Exit Form :</p> <ul style="list-style-type: none"> <li>• notifies the student in writing of the outcome of the application;</li> <li>• and informs the student, if leave of absence is approved, of the requirement to notify the Teaching Centre/Head of Higher Education in writing two (2) months before the leave of absence expires of their intention to resume studies;</li> <li>• retains the copy of the Leave of Absence Form until one year after the expiry of the leave, and</li> <li>• advises the student, if leave of absence is rejected and of the appeal process</li> </ul>	Teaching Centre Manager/Head of Higher Education or delegate	Registrar



<p>The <b>Registrar</b> 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.</p>	Registrar
<p>The <b>student</b>:</p> <ul style="list-style-type: none"> <li>• may submit any additional information to the Appeals Committee to support the application;</li> <li>• shall have the right to appear personally at the Appeals Committee and/or choose a representative to be present;</li> <li>• advises the Registrar if he/she wishes to make a verbal presentation to the Appeals Committee in support of the application, and</li> <li>• advises the Registrar if he/she wishes to question any person giving evidence at the hearing of the Appeals Committee.</li> </ul>	Student
<p>The <b>Appeals Committee</b> shall:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• give both the Manager and the student concerned the right to be heard in person or in writing or both;</li> <li>• give the student concerned the right to question any persons giving evidence, and</li> <li>• give both the Manager and the student the right to provide further relevant supporting evidence at the hearing.</li> </ul>	Appeals Committee
<p>The <b>Centre Manager</b></p> <ul style="list-style-type: none"> <li>• may be required to answer questions concerning the original recommendation;</li> <li>• advises the Registrar if he/she wishes to provide relevant supporting evidence at the hearing of the Appeals Committee, and</li> <li>• advises the Registrar if he/she wishes to make a verbal presentation to the Appeals Committee in support of the application.</li> </ul>	Centre Manager
<p>Only members of the Appeals Committee will be present when the determination is made.</p>	
<p>The <b>Appeals Committee</b> may:</p> <ul style="list-style-type: none"> <li>• disallow the appeal and confirm the previous decision, or</li> <li>• allow the appeal and determine that the student be entitled to the leave of absence for which they applied.</li> </ul>	Appeals Committee

<p><b>5. Notifying the student of the appeal decision</b></p> <p>The Registrar within three (3) working days of the hearing;</p> <ul style="list-style-type: none"> <li>• advises the student, in writing, of the outcome, stating the reasons if the appeal has been disallowed;</li> <li>• forwards a copy of the minutes, which includes the recommendations, to the Appeals Committee members, and</li> <li>• advises the Chair of the VET Board of Studies (or delegate) to include the minutes as an agenda item for the next meeting of the VET Board of Studies.</li> </ul>		Registrar
<p><b>6. Returning to Study</b></p> <p>a) 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.</p> <p>b) The Teaching Centre Manager/Head of Higher Education or delegate notifies the student about enrolment details at least two weeks prior to the enrolment date.</p>		<p>Student</p> <p>Teaching Centre Manager/Head of Higher Education or delegate</p>
<b>Approval Body</b>	CEO	
<b>Document ID</b>	PROSA14A	

#### Associated Files

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