

## BHI Student Leave of Absence Policy - Box Hill Institute

### 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 for a minimum of one semester, with the exception of Apprentices and Trainees who are covered by an external agreement.

### Policy Statement

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Where the original course of study has been superseded during the period of the student's leave of absence and is no longer available for study, the student will be required to articulate into the most current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

- Student Leave of Absence Procedure – BHI
- Student Deferral Procedure – BHI
- Student Enrolment Procedure – BHI
- BHI Records Management Procedure

### Related Operating Guidelines

NIL

### Related Forms

See linked forms below.

### Related Policy, Legislation and Regulation

Box Hill Institute

- Student Deferral Policy – BHI
- Student Enrolment Policy – BHI
- BHI Records Management Policy

External

- Equal Opportunity Act 1995 (Cth)
- Higher Education Support Act 2003 (Cth)
- Ministerial Directive on Fees and Charges
- VET Quality Framework

### Records

Records will be maintained in accordance with the requirements of Box Hill Institute'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	procedures will remain in force until such time as they have been reviewed and re-approved or rescinded.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.
<b>Approval Body</b>	CEO
<b>Endorsement Body</b>	Higher Education Board of Studies VET Board of Studies
<b>Document ID</b>	POLSA14
<b>Date Approved</b>	30 October 2012
<b>Owner</b>	Executive Director, Learning and Academic Affairs
<b>Author</b>	Registrar
<b>Amendment</b>	9 April 2019 – Minor administrative changes to remove reference to 'BHIG' and 'CAE'

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**Associated Files**

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