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# **STUDENT LEAVE OF ABSENCE POLICY**

## **Version 2.0**

Authorised by: CEO

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## 1 Document Control

Version	Date	Amended by	Changes Made
1.0	30/10/2012	Registrar	Initial document
2.0	14/01/2022	Registrar	Update to new template and minor amendments

## 2 Purpose

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

## 3 Scope

Applies to students enrolled with Box Hill Institute in nationally recognised qualifications, accredited courses and higher education courses for a minimum of one semester, with the exception of apprentices and trainees who are covered by an external agreement, and senior secondary students who are covered by the Victorian Curriculum and Assessment Authority VCE and VCAL Administrative Handbook.

Does not apply to students enrolled with Box Hill Institute in pre-accredited or short courses.

## 4 Policy Statement

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Where the original course of study has been superseded during the period of the student's leave of absence and is no longer available for study, the student will be required to articulate into the most current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

Where a course offering has been cancelled during the period of the student's leave of absence, a statement of attainment will be issued for all units of competency/subjects the student successfully completed prior to the student's leave of absence. The student may wish to source and apply for an alternative offering of that course at another Institute, or pursue study in a different course offering with Box Hill Institute. Where a student wishes to pursue a different course of study with Box Hill Institute, the student must apply for the alternative course offering via standard course application methods.

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

International Inbound students may apply for leave of absence subject to their student visa conditions, or through formal agreement due to compassionate and/or compelling circumstances, and in line with the International Inbound Students Deferment, Suspension or Cancellation of Enrolment Policy.

Leave of absence applications must be formally lodged prior to the requested leave of absence period in line with the student leave of absence procedure.

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Tuition and service and amenity fee refunds for leave of absence granted are subject to the timing of the leave of absence commencement. Refunds are only granted in line with withdrawal timeframes for refunds, as per the Institute refunds policy and procedure.

## 5 Code of Conduct

All students are expected to conduct themselves in a manner consistent with the Box Hill Institute Student Code of Conduct.

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

## 6 Definitions

Term	Definition
BQS	Box Hill Quality Management System
Course	One or more units comprising a course of study, which has a title, and a code in the Student Management System maintained by the Registrar and which leads to an award
Enrolment	Completion of requirements of the Institute by which a student is admitted to pursue a course of one or more units
HE	Higher Education (usually Degree level courses)
Leave of absence	An approved period of absence from a course of study
Student	An individual who has formally enrolled in one or more units/subjects in a course of study with Box Hill Institute
VET	Vocational Education and Training (Certificate I to VET Graduate Diploma level courses)

## 7 Related Policies & Procedures

- Student Leave of Absence Procedure
- Student Enrolment Policy and Procedure
- Inbound International Student Deferment, Suspension or Cancellation of Enrolment Policy and Procedure
- Refunds for Domestic Students Policy and Procedure
- International Inbound Student Refund Policy and Procedure
- Student Code of Conduct

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## 8 Related Operating Guidelines

- Box Hill Institute Welcome Booklet

## 9 Related Forms

- Leave of Absence Form
- International Student Request for Leave of Absence Form

## 10 Related Legislation and Registration

### 10.1 Box Hill Institute Group

- Student Leave of Absence Procedure

### 10.2 External

- Australian Skills Quality Authority Standards for RTOs 2015
- Education Services for Overseas Students Act 2000 (ESOS Act)
- Education Services for Overseas Students Regulations 2019 (ESOS Regulations)
- Equal Opportunity Act (2010)
- Higher Education Support Act (2003) (HESA)
- Higher Education Standards Framework (HESF) 2021
- VET Student Loans Act (2016)
- VET Funding Contract
- VCE and VCAL Administrative Handbook.

## 11 Records

Records will be maintained in accordance with the requirements of Box Hill Institute's Records Management Policy and Procedures.

Where the privacy of individuals may otherwise be compromised, records will be kept secure and confidential.

## 12 Review

This policy must be reviewed no later than three (3) years from the date of CEO Approval. The policy will remain in force until such time as it has been reviewed and re-approved or rescinded. The policy may be withdrawn or amended as part of continuous improvement prior to the scheduled review date.

## 13 Responsibilities

The **Registrar** is responsible for implementation of the student leave of absence policy and procedure.

**Teaching Faculty Deans and Faculty Teaching Managers and/or Coordinators** are responsible for reviewing and approving applications for a leave of absence for courses in their faculty.

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Document: Student Leave of Absence Policy

Document No.: SXP-REG-POL002

Process Area: Student Experience




The **Senior Refunds and Centre Administrator – Registrar’s Centre** is responsible for the receipt and processing of approved leave of absence applications, and the assessing of applications for refunds.

The **Manager International Student Policy and Monitoring** is responsible for providing advice to inbound international students on leave of absence, including potential impacts on student visas and confirmations of enrolments.

**Students** are responsible for obtaining, completing and submitting the Leave of Absence form prior to their proposed leave of absence.

## 14 Policy Owner


The Executive Director of Student Experience is the owner of this policy.

Executive Director Signature	Date Endorsed	Name/Title
	14/02/22	Jennifer Newport Executive Director, Student Experience

Author/s	Name
Registrar	Carolyn Luscombe

## 15 Approval Body

The CEO is the approval body.

Signature	Date Endorsed	Name/Title
	20 / 1 / 2022	Vivienne King CEO

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Version: 2.0

Date: 20 January 2022

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