PR_MGT_012 Leave of absence

Scope

These procedures apply to all Torrens University Australia students enrolled in award courses who wish to take a leave of absence from their studies.

These procedures do not apply to:

- students who want to withdraw permanently from their course/s, or
- students who want to withdraw from some but not all their subjects for a specific study period, or
- applicants who want to defer the commencement of their course.

Things to consider before applying for a leave of absence

Before deciding to take leave of absence, students must keep in mind the following:

- the academic and financial implications of their decision
- the maximum leave of absence period
- the maximum duration during which they must complete their studies.

When considering taking leave of absence, it may be useful for students to discuss their application with their Program Director (or delegate). Students enrolled in their first study period are encouraged to discuss their application with their Course and Careers Advisors.

Maximum leave of absence period

Students can apply to take leave from their course for up to a year in total over the duration of their course. International students should note that taking leave of absence from their studies may impact their visa arrangements.

Processes for applying to take a leave of absence from studies

1. Domestic students enrolled in a FEE-HELP or VET Student Loan (VSL) enabled courses

   Students may take a leave of absence from their course. The Enrolment Policy provides the following deadlines for domestic students in HELP/VSL enabled courses:
Students who need to withdraw from all their subjects for the current study period after the deadline will have to refer to **Extenuating Circumstances**. Leave of absence after this date will be recorded as a Fail grade.

| Higher Education | • by the census date of any study period: the last date of the study period to take a leave of absence without incurring a financial liability  
| Vocational Education and Training | • by the academic withdrawal date: the last date of the study period to withdraw from subjects with a “Withdrawn Not Fail” notation.  
| | • by the withdrawal deadline: the last date of the study period to withdraw from subjects with a “Withdrawn Fail” notation. Leave of absence after this date will be recorded as a Fail grade.  
| | • by the census date of any study period: the last date of the study period to take a leave of absence or withdraw without incurring a financial liability  
| | • after the census date with the Program Director’s (or delegate) permission, with a “Withdrawn Discontinued” notation recorded on their student record.  

### Process for applying to take leave of absence

#### Stage | Process
---|---
**Step 1** | **Before commencement of the relevant study period to census date:**
Students can apply for a leave of absence by submitting a completed [Application for Leave of Absence](#) form.

**After the census date**
Students cannot apply for a leave of absence after the census date.

Students intending to return the following study period must withdraw from all subjects (by submitting a subject withdrawal form). They will remain financially and academically liable as per the [Enrolment Policy](#).

Students intending to return at a later date will need to complete an [Application for Withdrawal](#) form for all subjects in the current study period (considered post-census) and an [Application for Leave of Absence](#) form for subsequent study periods (considered pre-census).

In some instances, students may be advised to discuss their intention to take a leave of absence with their Program Director (or delegate) or their Course and Careers Advisor (for students in their first study period).

**Step 2** | Students receive advice on the outcome of their application in writing (via email). Processing may take up to 10 working days.

**Step 3** | Student Services will update the students’ enrolment in the [Student Records Management System](#).

2. **Domestic students in non-HELP/VSL enabled courses**

The deadline for submitting a Leave of Absence application is 14 calendar days before the commencement date of the study period (unless accompanied by a successful [Application for Refund due to Extenuating Circumstances](#)). Leave of Absence applications submitted after this time will apply to the next study period (e.g. if a student submits a Leave of Absence application in T1 after the 14-calendar day deadline, this will be considered as an application for leave of absence in T2).

Students who need to withdraw from all their subjects for the current study period after the deadline will have to refer to [Withdrawing from a subject](#). Please note that any changes to a student’s enrolment after
the deadline may result in the student incurring academic and/or financial liabilities. Refer to the Refunds for domestic students in non-HELP/VSL enabled courses for more information.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Before commencement of the relevant study period to census date:</td>
</tr>
<tr>
<td></td>
<td>Students can apply for a leave of absence by submitting a completed Application for Leave of Absence form.</td>
</tr>
<tr>
<td>Step 2</td>
<td>In some instances, students may be advised to discuss their intention to take a leave of absence with the Program Director (or delegate) or their Course and Careers Advisor (for students in their first study period in the course).</td>
</tr>
<tr>
<td>Step 3</td>
<td>Students receive advice on the outcome of their application in writing (via email). Processing may take up to 10 working days.</td>
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<tr>
<td>Step 4</td>
<td>Student Services will update the students’ enrolment in the Student Records Management System.</td>
</tr>
</tbody>
</table>

3. International students
The deadline for submitting a Leave of Absence application is 14 calendar days before the commencement date of the study period (unless accompanied by a successful Application for Refund due to Extenuating Circumstances). Leave of Absence applications submitted after this time will apply to the next study period (e.g. if a student submits a Leave of Absence application in T1 after the 14-calendar day deadline, this will be considered as an application to defer studies in T2).

Students who need to withdraw from all their subjects for the current study period after the deadline will have to refer to Withdrawing from a subject. Please note that any changes to a student’s enrolment after the deadline may result in the student incurring academic and/or financial liabilities. Refer to Refunds for international students for more information.

<table>
<thead>
<tr>
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<th>Process</th>
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</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>More than 14 calendar days before commencement of the relevant study period:</td>
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<tr>
<td></td>
<td>Students can apply to take a leave of absence by submitting a completed Application for Leave of Absence form. Please note that Leave of Absence applications for the current study period submitted after the deadline will not be accepted.</td>
</tr>
<tr>
<td></td>
<td>Students may be advised to discuss their intention to take a leave of absence with the Program Director (or delegate) or their Course and Careers Advisor (for students in their first study period in the course).</td>
</tr>
<tr>
<td>Step 2</td>
<td>Students receive advice in writing (via email) on the outcome of their application (via email). Processing may take up to 10 working days.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Student Services will update the student’s enrolment in the Student Records Management System and Certificate of Enrolment in PRISMS if needed.</td>
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</tbody>
</table>

Consistent with the provisions of the Enrolment Policy, international students can only take a leave of absence during a course in certain limited circumstances including:
- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- instances where Torrens University Australia is unable to offer a pre-requisite or co-requisite subject
- an intervention strategy for students at risk of not meeting satisfactory course progress
- bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country that require emergency travel and this has impacted on the student’s studies
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident, or
  - witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologist’s report)
- inability to begin due to a delay in receiving a student visa.

**Complaints against and internal review (appeal) of Leave of Absence application decisions**

Students who wish to appeal the rejection of their Leave of Absence application may do so under the [Student Complaints Policy](#). The following documents provide information on the process for lodging complaints:

- [Resolving a Complaint Informally](#)
- [Formal Complaints](#)
- [Internal Review (Appeal) Procedure](#)
- [External Review Procedure](#)