

LEAVE OF ABSENCE POLICY AND PROCEDURE

1. Purpose

This purpose of this policy and procedure is to give clear guidelines concerning leave of absence of enrolment for overseas students and under which circumstances leave of absence will be granted as per the ESOS ACT 2000 (Cth) and National Code 2018. Regular holidays are scheduled for vocational students throughout the year. Requests for leave outside the set holidays will require students to apply for additional leave of absence which will incur a fee of \$200 prior to the leave being processed.

2. Scope

This procedure applies to all students on an overseas student visa studying a course at The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy (SBTA) and The Sydney English Language Academy (SELA) herein known as “The Academy”.

3. Policy Statement

The Academy recognises that the needs of overseas students alter throughout the duration of their studies and students may wish to suspend or defer their studies from time to time. It is important that there is a clear process for communication between the student and staff and the requirement to make formal application for leave of absence.

Note: It is imperative that students **MUST** organise their leave of absence prior to going on leave and not once the student has been away from The Academy for sometime.

4. Procedure

If students request leave of absence, then they **MUST** follow the steps listed below. ELICOS students will only need to follow the steps below if they wish to apply for additional leave on top of their entitled one week’s leave for every 10 completed weeks of study.

- 4.1 Contact the reception for an “**Application for Leave of Absence**” form or you can download the form from The Academy’s website or from your student portal.
- 4.2 Complete the “Application for Leave of Absence” form and attach any supporting evidence to the form. All supporting evidence must be in English and original copies. If a student is overseas whilst applying for leave, they must bring the original when they return.
- 4.3 Deposit an Application fee of \$200 into the account listed below or pay in person at the Reception. **Application fee is non-refundable regardless of the outcome of the application.**

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Bank name:	Westpac Banking Corporation
Account name:	The Lan-Grove Office Training Centre Pty Ltd Overseas Students Trust Account
BSB Number:	032007
Account Number:	563793

Students must ensure that they reference their Student ID number when depositing funds into our account so that we can ensure payment has been received.

- 4.4 Once payment has been made, either email the completed form with supporting documentation to the Student Services Coordinator at studentservices@sbta.com.au or hand the form in person at the Reception.
- 4.5 Reception will forward the completed documentation to the Registrar's Assistant who will ensure that payment has been received.
- 4.6 If payment has been received, the Registrar's Assistant will document the receipt number on the form and pass the form to the Student Services Coordinator.
- 4.7 The Student Services Coordinator will process the "Application for Leave of Absence" form and notify the student of the outcome if sufficient evidence has been provided.
- 4.8 If sufficient evidence has not been provided the Student Services Coordinator will make an appointment with the student to request additional evidence which must be provided within 3 weeks of the request date.
- 4.9 If additional evidence is not provided within the requested timeframe, the application for leave of absence will be finalised as not approved.

5. When will leave of absence be granted

As per the ESOS Act 2000, The Academy will only grant a Leave of Absence of studies to overseas students in compassionate or compelling circumstances. Compassionate or compelling circumstance could be:

- a. Serious illness or injury where a medical certificate states that you are unable to attend classes from a recognised medical practitioner.
- b. Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- c. Major political upheaval or natural disaster in your home country which requires emergency travel.
- d. A traumatic experience, such as involvement in or witnessing of a serious accident, or witnessing or being the victim of a serious crime (these cases should be supported by a police or psychologists' reports).

The above circumstances are only some examples of what may be considered compassionate or compelling circumstances. The Academy reserves the right to assess each request on a case by case basis.

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Students must be aware that leave of absence can affect their existing study plan and their academic progress. Also additional weeks of tuition to make up for missed subjects will cost the students additional \$200 per week.

Students must continue to meet their tuition fee payment schedule whilst on leave.

6. Continuous improvement

This policy and procedure will be reviewed according to the Continuous Improvement Cycle on an annual basis.

7. Responsibility

- Administrative Assistant
- Student Services Coordinator
- Registrar's Assistant

8. Associated Documents and website

- Student handbook
- www.sbta.com.au

9. Related standard

Standards for RTOs
 National Code 2018
 The ESOS (Registration Charges) Act 1997
 ESOS Regulations 2001
 Education Services for Overseas Students Act 2000

Approved by: Jane Koch

Signature: *Jane Koch*

Date: 14/3/2018

Version	Created by	Date created	Reason for update	Implementation date
1	CEO	2016	Updated to reflect The Academy's processes	2016
2	CEO	2017	Updated to reflect The Academy's processes	2017
3	CEO	14/03/2018	Updated to reflect changes in Standards	14/03/2018

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APPLICATION FOR LEAVE OF ABSENCE FORM

Personal Details

Student ID:		Family name:		
Title:		Given name/s:		
Address:				
Mobile		Email:		

ELICOS Students

- Holidays begin on Monday and end on Friday.
- Holiday requests must be submitted during the week before your holiday.
- I am aware that my leave of absence can affect my existing intake date/study plan and my academic progress and I agree to any such consequences.

Vocational Students

- I am aware that my leave of absence can affect my existing study plan and my academic progress. I understand that additional weeks of tuition to make up for missed subjects will cost \$200 per week.
- I understand that I need to continue meeting my tuition fee payment schedule while on leave.

I wish to apply for leave from **to**

My reason for requesting additional leave from my course in this period:

Evidence attached to support my leave of absence request. Yes / No (Please Circle)

I give permission for SBTA/SELA to authenticate and verify the attached evidence by contacting the issuing organisation.

I will return to my course of study on (dd/mm/yyyy) - / / .

Signature: Date:

Please deposit payment into the account listed below. Fees payable are as follows:

Application for leave fee - \$200

Bank name:	Westpac Banking Corporation
Account name:	The Lan-Grove Office Training Centre Pty Ltd Overseas Students Trust Account
BSB Number:	032007
Account Number:	563793

Payment has been deposited: Yes No

OFFICE USE ONLY	
Fees Checked:	Yes <input type="checkbox"/> No <input type="checkbox"/> By: _____
Amount Paid:	\$ _____
Receipt No:	_____
Student's File Updated:	Yes <input type="checkbox"/> No <input type="checkbox"/> By: _____
ACAS Updated:	Yes <input type="checkbox"/> No <input type="checkbox"/> By: _____
Prisms Updated (if applicable):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tracking ID:	_____

Please note:

The fee is non-refundable regardless of the outcome of this application.