

	<h2>Student Leave of Absence Policy & Procedure</h2>
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Related Documents	<ul style="list-style-type: none"> • CCA Attendance Policy • CCA Admission Policy

Policy Statement

Students often may need to take a break from study and request a period of approved leave from studies. If approved, a leave of absence means that a student can spend a period away from his/her course without losing his or her place.

If a student takes leave from his/her studies without an approved leave request, his/her candidature will lapse and will therefore be required to reapply for admission to the College courses.

A leave of absence is different to a deferral. A deferral is for commencing students who have yet to begin their degree and want to delay their start date. Once enrolled, if a student chooses to take leave, it is called a 'leave of absence'. Consequently a student cannot request leave of absence in the first year of studies.

The minimum period granted for leave of absence is for one semester; and the maximum period is 2 semesters (1 year) at a time.

Bachelor degree

With permission, a student can suspend his/her candidature for up to *4 semesters in total* throughout the course of the bachelor degree. However, one can only apply to suspend for 2 semesters at a time.

All students are required to complete their degree requirements within 10 calendar years from commencement, and this includes any semester(s) of leave.

Undergraduate Diplomas

With permission, a student can suspend their candidature for up to *2 semesters in total* throughout the course of a diploma.

Procedure

Leave of absence requests are due before the census date for the given semester. Leave requests received by the Dean's Office after the census date cannot be approved for the current semester. A student should contact the Dean's Office as soon as he/she decides to suspend his/her studies.

A student should submit a *Variation of Enrolment Form* at the Student Administration Office before the census date. The student will be notified in writing of the outcome of the application.

Scholarship holders must notify the Registrar's Office of any periods of absence.

Re-enrolment after a leave of absence

Students must apply to re-enrol after an approved period of leave of absence.

If a student does not re-enrol after a leave of absence the candidature will lapse and the student will need to apply to be re-admitted to the degree. The same applies to students who do not re-enrol and who take unauthorised leave.

References.

This policy has been based on the Leave of Absence or Suspension of Studies Policy of the University of Sydney.