

STUDENT LEAVE PROTOCOL

Policy and Procedure

Version 2.1 April 2023

VERSION CONTROL & DOCUMENT HISTORY		
Date	Summary of Modifications	Version
Jul 2012	Created	V1.1
Jan 2013	Reviewed and amended policy, added version control and document history	V1.2
May 2013	Replaced Academic Director with Student Services Manager and Officer	V1.3
Jan 2020	Various typos, add further penalty for refused Leave	V1.4
Jan 2022	Re-formatting to the new system	V1.5
Mar 2022	Added specific timelines and distinguished with Student Holiday and Leave Request Policy	V1.6
July 2022	Add COVID leave protocol and specific reference to leave definition	V2.0
April 2023	Remove \$100 holiday application fee, replace with ISP admin fee	V2.1
Next Review Due: January 2024		
Staff Responsible: Student Services Manager and Officer		

RELATED DOCUMENTS
Leave Application Form UReport
Monitoring Course Progression Policy
Monitoring Student Attendance Policy
Student Complaints, Grievances and Appeals Policy
Deferral, Suspension or Cancellation of a Course Enrolment Policy

Purpose of this Policy

This policy address students who apply for leave for the following reasons:

- Sick or accident
- COVID isolation
- Serious Health issues such as mental health or surgery
- Holidays other than those dates specified on the delivery plan

This policy is to ensure that any leave / holiday request will not impact on the study plan and student course progress compliance requirements. All leave approval must comply with the progress and attendance requirements of their chosen course and Student Visa, if applicable, as per APSI's Monitoring Course Progression and Monitoring Student Attendance policies. This policy allows APSI to grant leave for students based on compassionate or compelling circumstances.

Providing a medical certificate **DOES NOT** count as attendance. The student will still be marked as absent for the period. A medical certificate, however, is still important to provide evidence of a justifiable reason for the absence. If a student requires to leave in advance due to medical reasons and provides a medical certificate in support of this, the period of absence will be marked as approved leave.

Scope of this Policy

This policy refers to a period of absence from a student's chosen course that is 4 weeks or less in duration. For any absences from a student's chosen course that exceed 4 weeks duration please refer to APSI's Deferral, Suspension or Cancellation of a Course Enrolment Policy in Related Documents.

This policy applies to all international and domestic students.

Leave Request Procedure

Evidence to Support Leave Request

- Sick Leave – GP doctor certificate, evidence of telephone medical consultation for leave more than 1 day.
- Serious illness/Extended leave (more than 7 days) – specialist medical letter to confirm the student is unfit for study.
- COVID – SMS from Health Department confirmed COVID positive and need to isolate for 7 days.
- Holiday – completed holiday request form with evidence of return air ticket booking.

Sick Leave Procedure

- Student to email their trainer cc: service@apsi.edu.au on absence and provide a doctor certificate.
- Student Services to log evidence plus details in logbook, enter leave start and end date in WiseNET.
- The student will be marked as absent in WiseNet and a comment will be entered to inform that the student is under sick leave.
- The trainer to discuss with the student the impact of the leave in their studies and arrange any resit/reassessments if required.

COVID Leave Procedure (7 days in isolation)

- Student to email their trainer cc: service@apsi.edu.au on absence and provide a screen shot of SMS message from Department of Health.
- Student services to email trainer about the absence if the trainer is not cc in.
- Trainer to send a ZOOM link to student to attend classes online
- Enter all evidence in student logbook
- Trainer to work out an alternative assessment date for all practical classes

Health Issue Procedure (more than 7 days but under 4 weeks)

- Student must provide supporting evidence from specialist medical doctor.*
- Meet with the Trainer and Student Services Manager to discuss the possible consequences of the requested leave
- If an ISP is required, student is required to pay \$100 administration fee for ISP to be produced. Unit resit and reassessment fees may apply.

* *Medical Certificates from General Practitioners will not be accepted for leave requests over 7 days.*

Holiday Request Outside of APSI's Designated Holiday Periods

- Student to discuss with their trainer the impact of this application, where the student is made aware that they could be liable to re-sit units, which may incur additional fees.
- Students must submit their request in writing at least 2 weeks in advance with supporting documentation, to be placed in the student's file.
- Trainers may refuse a leave request if the holidays or period of leave requested makes it unfeasible for the student to maintain the requirements of their chosen course
Submitting a request for holidays or a period of leave does NOT mean it is automatically approved and students are advised to not confirm any travel arrangements or events until after they have received written notice from Student Services that their request has been approved.
- Student to complete holiday application form. The application itself is free. However if an ISP is required, student is required to pay \$100 administration fee for ISP to be produced. Unit resit and reassessment fees may apply.
- Student to attach all supporting evidence and return air ticket.
- Student Services officer passed the request to the trainer for comments and final approval.
- Trainer to discuss and confirm unit resit details before the application is approved.

Administrative Procedure

- Student services to enter logbook with all supporting evidence and outcome.
- Student services to enter leave under WiseNET student logbook (leave on left hand tab) – start and end date of leave and select the correct reason.
- Student services to email to both trainer and student regarding outcome of this application.

Compassionate or Compelling Circumstances

Compassionate or compelling circumstances are where a student experiences a sudden change of circumstances beyond their control, which negatively affect the student's ability to study. Compassionate or compelling circumstances may include but are not limited to:

- Serious illness, injury or a developed medical condition, such as pregnancy, that is supported by a medical certificate outlining why the illness, injury, medical condition or treatment requires the student to take holidays or a period of leave during the term or;
- Bereavement of close family members, such as grandparents, parents or siblings supported by a Death Certificate of the family member or;
- Major political upheaval, a natural disaster or family emergency in the student's home country requiring them to take urgent travel to their home country or;
- A traumatic experience which may include but not be limited to involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime resulting in a negative impact on the student's physical and psychological health and is supported by a police or psychologist's report or;
- Serious illness or injury of an immediate family member, supported by a medical letter from an Australia Medical Practitioner with their Provider Registration Details, requiring the student to take holidays or leave to provide care.

Application Decision

Each student will be treated on a case-by-case basis at the discretion of the Student Services Manager and the trainer, with regard to the circumstances presented, the student's course progression to date and all supporting documentation supplied.

A request for holidays or a period of leave will either be Approved, Conditionally Approved, in which case there will be conditions attached to the leave, or Refused. The decision and reasoning will be emailed to the student and noted in the student's file. If the student is dissatisfied with the outcome by the Student Services Manager they may appeal the decision as per APSI's Student Complaints, Grievances and Appeals Policy in Related Documents.