HIGHER EDUCATION

STUDENT LEAVE OF ABSENCE

Objectives

To set out clear guidelines as to the circumstances under which a student may be granted an academic Leave of Absence from a WCI Higher Education course.

Guidelines

A Leave of Absence refers to the duration of non-enrolment in a WCI Higher Education course. A student may be entitled to two intervals of approved leave of absence from an enrolled course. The length of leave shall be no longer than six months for each approved application.

- An extended leave of absence of more than six months may be granted by the Manager Higher Education under extraordinary circumstances such as illness or personal hardship. The student may be required to see the student counsellor in this circumstance to obtain a letter of support, or to provide additional documentary evidence from an external authority to support their application.

- A leave of absence will not be granted to students who have been excluded from studying in a WCI Higher Education course.

- The Manager Higher Education may specify any special conditions that may accompany an approved leave of absence.

- A student, who has been denied a leave of absence and regards this as being unjust, is able to appeal to the Manager Higher Education utilising the WCI student appeal process.

- Information regarding student leave of absence is distributed to students on the WCI Higher Education website and in the WCI Student Handbook.

- Any student taking a leave of absence without approval from the Manager Higher Education will be considered to be withdrawn from their course of study.
Administrative Procedure

- Students must apply to the Manager Higher Education for a leave of absence on the relevant WCI form, available from the Manager Higher Education. Applications must be submitted at least five working days prior to the required duration of leave unless unforeseen circumstances, such as illness, do not make this possible.

- The Manager Higher Education will respond to the application for leave of absence in writing, within five working days of the submission of the form. The Manager Higher Education may require the student to meet with the student counsellor and obtain a letter of support for the application, prior to approval.

- Information regarding leave from academic studies, and procedures for applying for a student leave of absence are available on the WCI Higher Education website and in the WCI Student Handbook.