

LEAVE OF ABSENCE: **FACTSHEET**

What is a Leave of Absence?

A leave of absence is a period of time-off from studying, where a student is not enrolled in any subject for their course of study but is granted the right to return to study at a future date. At AFTRS, a Leave of Absence can be granted for a period of one year only due to the structured delivery of courses.

During the period of a Leave of Absence, the student status is **suspended completely**. That means during the period of absence they are not an AFTRS student. This includes suspension of access to AFTRS services and additional services that come with being enrolled in a Higher Education course; such as Opal card discounts.

Given the fixed cohort sizes of some AFTRS courses, Leave of Absences need to be considered on an individual basis. It may not always be possible to offer a student a place on subsequent deliveries of the course if there are existing capacity issues. The options and issues will be explored with each individual before any application for leave of absence will be considered.

When a student re-enrols after returning from a Leave of Absence they are subject to course rules, curriculum changes and fee schedules that apply to the cohort they are joining.

If a student chooses to apply to take a Leave of Absence from AFTRS, the following must be undertaken:

1. Student must liaise with both a Student Engagement Manager and Course Leader/HOD for discussion.
2. Following this, the student will be sent a Leave of Absence form to be completed and submitted to Student Centre. It must provide comprehensive details as to the reasons for taking a Leave of Absence.
3. Leave of Absence is only approved at the discretion of the Director of Curriculum and Student Registrar or delegate.

GUIDELINES FOR THE LEAVE OF ABSENCE

Guidelines for the Leave of Absence requirements are listed in the Student Handbook. A Leave of Absence will only be granted once throughout your course unless exceptional circumstances apply.

A Leave of Absence for BA, MAS and MASBL

- You are expected to progress through your program with your cohort.
- However, a Leave of Absence may be approved in exceptional circumstances where you have made satisfactory progress in the course to date or;
- Passed all subjects in the semester preceding the semester(s) you want to be absent for.
- Applications may be denied if there are any incomplete or failed subjects. In such cases, students will be asked to complete work prior to a leave of absence application being approved

For Masters of Arts: Screen Year 2 students only

- Students involved in Capstone A projects may be invited to attend specific pitching sessions during the Semester before their return, at the discretion of the Course Leader and Director of Curriculum & Student Registrar.
- Capstone Rules including those regarding funding will be enforced as per the new cohort. Existing funding arrangements will cease once leave of absence is approved.

Graduate Diploma in Radio full-time & part time

- A Leave of Absence is only available under exceptional circumstances, if you have successfully completed your first semester of study but are unable to continue due to serious illness or misadventure.
- Resuming your place in the course in the following year will be subject to resource availability.

FEES

- If a student takes a Leave of Absence before the census date set for their units of study, they can withdraw without financial liability.
- If there is a request to withdraw after the Census date (Late Withdrawal), the student will be financially liable to pay the full subject/semester fee.

LATE WITHDRAWAL

- In exceptional circumstances only, a student enrolled in a full-time course may be approved to take 'late' Leave of Absence post-census date in a given semester.
- Late Withdrawal usually requires compelling reason, substantiated by evidence as to the reason for the withdrawal.
- Upon return, the student must commence the whole semester again including re-taking any subjects in that semester that may have already been successfully passed.
- AFTRS progression rules are based on successful completion of an enrolled semester (as per Course Progression Rules in Student Handbook) and AFTRS does not allow full-time students to return from Leave of Absence in a part-time capacity.

ONCE APPROVED

Once Leave of Absence has been approved and processed, **student status is suspended** until the 'student' returns and is re-enrolled.

The following AFTRS systems will be suspended for the duration of their absence:

- AFTRS student email
- Moodle Access
- Equipment and Room Bookings
- Library Access
 - A separate personal account can be set up if you wish to continue to borrow items
- Students will not be included in any learning materials or school activities in general.

If the student has any of the following items these must be returned to the relevant department or to Student Centre within a week of the LOA approval: failure to return will incur penalty fees.

- AFTRS Security Pass
- Locker Key
- AFTRS Equipment including any items on loan from Service Desk
- AFTRS Library items

If a student owes any funds to AFTRS Finance, then this must be repaid within 2 weeks of LOA approval. If there is a failure to resolve any issues in a timely fashion then the student will not be able to restart their course of study until the issue is resolved.

RETURNING STUDENTS

Student Centre will contact any student on Leave of Absence at least two months prior to their return to outline any re-enrolment tasks they may need to undertake and confirm re-enrolment. This correspondence will be sent to their personal email address.

For further information please contact AFTRS Student Centre

P +61 2 9805 6444

E studentinfo@aftrs.edu.au