

Leave of Absence Procedure

Policy Category	Corporate		
Policy Owner	General Manager IGI		
Responsible for Implementation	Registrar		
Review Date (2 years)	October 2025		
Relevant to	IGI prospective and current students, IGI staff		
Related Documents	Enrolment Terms and Conditions Complaints and Appeals Policy Complaints and Appeals Procedure Deferral Procedure Refund Policy Refund Procedure Withdrawal Procedure		
Version	Authorised by	Approval Date	Effective date
1.1	General Manager IGI	1 Oct 2023	1 Oct 2023

1. Purpose

The Leave of Absence Procedure gives effect to the aspect of the Enrolment Terms and Conditions that relates to students seeking to take a temporary and authorised break from their course. This procedure ensures that leave of absence requirements and processes are applied fairly, consistently, objectively and are documented.

2. Definitions

Item	Definition
Confirmation of Enrolment (CoE)	A document issued by a registered provider to an intending overseas student. It confirms the overseas student's eligibility to enrol in the course and supports their application for a student visa. They are sometimes called eCoE (electronic CoE).
Course	A structured sequence of study undertaken leading to the award of a diploma and degree.
Current student	Students who are enrolled in a course are current until: <ul style="list-style-type: none"> • they complete the course of study. • they withdraw from the course of study. • their enrolment is discontinued, or they are excluded from a course or study at ihGI due to misconduct or other reasons. • they fail to re-enrol in units of the course without approved leave, in which case the student will be regarded as having ceased their course of study.
International student (or Overseas Student)	A person who is required to hold an Australian student visa for the purpose of study in Australia as defined by the ESOS Act.
Principal course	The main course of study undertaken by an international student, where a student visa has been issued for multiple courses (packaged courses).

Item	Definition
PRISMS	The Provider Registration and International Student Management System is used to process information provided to the Secretary of the Department of Education by ihGI in connection with an international student's course enrolment. It is used by ihGI to issue/amend CoEs, extract reports on student visas, etc.

3. Scope

This procedure applies to enrolled students at IGI. It does not apply to applicants who wish to defer their commencement of a course.

4. Procedure

Eligibility requirements

- 4.1. Applicants who have received an offer for admission into a course but have not yet enrolled should apply to defer their commencement in accordance with the Deferral Procedure rather than apply for a leave of absence.
- 4.2. To be eligible for a leave of absence a student must have successfully completed at least one subject.
- 4.3. Students considering taking a leave of absence longer than two weeks should first seek guidance from the Program Director.
- 4.4. International students are permitted to apply for a leave of absence (with supporting evidence) for compassionate or compelling circumstances only. This includes (but not limited to):
 - serious illness or injury affecting a student's ability to study;
 - witnessing or being the victim of a serious crime;
 - bereavement of close family members, such as parents or grandparents;
 - major political upheaval or natural disaster in a student's home country; or
 - traumatic upheaval.

How to apply

- 4.5. Students complete the Leave of Absence form by census date in each study period. Leave of absence requests submitted after census date are considered on a case by case basis.
- 4.6. Refer to the Refund Policy as financial penalties may apply.
- 4.7. Attach supporting documentary evidence with the form. This may include (but not limited to):
 - medical certificate/letter;
 - death certificate;
 - police report; and/or
 - other supporting documentation, including return air tickets to home country, as applicable.
- 4.8. Supporting documentation must be in English (or in translation by an approved translator).
- 4.9. Leave of absence applications must be approved prior to census date otherwise tuition fees are payable. Students who retain active enrolment for any length of time after the relevant census date will remain liable to pay for the subjects they have enrolled in, even if they are no longer attending classes.
- 4.10. International students with a student visa must remain enrolled, and attend all classes, until they receive a formal response from IGI.

Assessment and outcome

- 4.11. The Registrar reviews the application and makes a decision in accordance with this procedure and individual course requirements including accreditation restrictions or teach-out periods.
- 4.12. An approved leave of absence will not normally exceed 12 months.
- 4.13. Leave of absence requests are rejected if a student has not completed one subject, there are no compassionate or compelling circumstances (international students), insufficient supporting documentation submitted or the leave of absence exceeds a 12 month period, in which case a student must withdraw and reapply for admission at a later date.
- 4.14. The Registrar emails a decision to the student within 10 working days of submission.
- 4.15. For approved leave of absence applications, the notice of decision includes the approved period of leave and, for international students, advice to contact the Department of Home Affairs (DHA) to ascertain any impacts on their student visa.
- 4.16. For rejected leave of absence applications, the notice of decision includes reasons for the rejection and information on how to lodge a complaint within 20 working days as per the Complaints and Appeals Policy.
- 4.17. The Registrar will record the leave of absence outcome on the student management system.
- 4.18. For international students, the Registrar reports the Confirmation of Enrolment (CoE) on PRISMS within 31 days of the leave of absence date and provides to the student a new CoE with the intended return to study date.

Return to studies

- 4.19. Four weeks' prior to the study period commencement date, the Registrar emails students who are due to return in the following study period requesting confirmation that they plan to recommence studies.
- 4.20. After the census date of the following study period, the Registrar checks the list of recommencing students to determine if any students failed to enrol in subjects. Enrolment is cancelled after the census date for any student who has abandoned their studies without informing IGI.

PRISMS reporting

- 4.21. The Registrar reports any non-commencing international students to DHA via PRISMS within 30 days after census date.
- 4.22. The Registrar cancels the CoE in PRISMS. The student is notified by the Registrar that their CoE has been cancelled, the cancellation has been reported to DHA and that they must seek advice from DHA about their visa status.

Record keeping

- 4.23. IGI keeps records of leave of absence outcomes for at least two years after the person ceases to be an accepted student.

Complaints

- 4.24. A student may lodge a complaint if he/she believes the leave of absence outcome was inconsistent with this Policy. Complaints must be made in accordance with the Complaints and Appeals Policy.

5. Roles and responsibilities

- 5.1. The student is responsible for:
 - providing true and accurate information; and

- providing authentic and genuine documentation.
- 5.2. IGI is responsible for:
- ensuring the policy and procedure are easily accessible and publicly available;
 - ensuring procedures are transparent and equitable; and
 - providing timely responses to students.
- 5.3. The Registrar is the owner of the policy and is responsible for overseeing the implementation and dissemination of this procedure.

6. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000 (Cth)
- Education Services for Overseas Students Regulations 2019
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth)

7. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and minor amendments	All