



LEAVE OF ABSENCE PROCEDURE

Responsible officer	Chief Academic Office	
Contact	Kerry Todd-Smith, Policy Coordinator, kerryt@morling.edu.au	
Approved by	Academic Board	
Approval date	6th March 2019	
Effective date	6th March 2019	
Review date	March 2021	
Superseded documents	Leave of Absence Policy: Education and Counselling 2017	
Related documents	Leave of Absence Policy: Counselling, Chaplaincy and Spiritual Care Leave of Absence Policy: Education Education: Leave of Absence Application Form Counselling, Chaplaincy and Spiritual Care Leave: Leave of Absence Form	
Procedure classification <i>Select a General OR an Academic option</i>	General	Academic Learning & Teaching

1. PURPOSE

To articulate the procedure for applying for a Leave of Absence for students enrolled in courses in Education, Counselling, and Chaplaincy and Spiritual Care.

2. DEFINITIONS

Key Term - Acronym	Definition
LOA	Leave of Absence: a period of non-enrolment where the student has the intention to return to their studies at the end of the specified period. The period of LOA is counted in the maximum time to complete the course.

3. STEPS

STEP 1 – PRE APPLICATION

A student considering applying for a Leave of Absence should satisfy themselves that the LOA is the most suitable option in their circumstance, by

- a) reading the relevant policy:
 - Leave of Absence Policy: Counselling, Chaplaincy and Spiritual Care
 - Leave of Absence Policy: Education

and

- b) discussing their circumstances with appropriate person, e.g. Dean, Dean of Students.

STEP 2 –APPLICATION

Applications are to be made on the relevant faculty’s Request for Leave of Absence form.

Submit the completed form by emailing the relevant Dean:

Dean of Education: education@morling.edu.au, or

Dean of Counselling, Chaplaincy and Spiritual Care: counselling@morling.edu.au.

Applications must be lodged by the administration date prior to the commencement of the Semester in which the LOA is to start.

STEP 3 –APPROVAL

The Dean will notify the student of the outcome of the application, and if the LOA is approved, will notify the Registrar’s office.

STEP 4 – PROCESSING BY REGISTRAR’S OFFICE

- Registrar’s Office will process the notification as it relates to administrative considerations. Student information will be updated on the Student Database to show the student’s LOA status.
- Access to Moodle will be suspended for the duration of the LOA period.

STEP 5 – RE-COMMENCEMENT OF STUDIES

Student re-enrolls following the normal re-enrolment process.

VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	6 March 2019	6 March 2019	New document. Process extracted from Leave of Absence Policy 2017