
STUDENT LEAVE OF ABSENCE & WITHDRAWAL POLICY

1. POLICY STATEMENT

The Jazz Music Institute (“JMI”) understands that unforeseen circumstances may necessitate temporary interruption to a student’s study. To accommodate this, a student may apply to JMI for a leave of absence or may withdraw from a unit or program of study.

2. PURPOSE

The purpose of this policy is to provide students with a consistent approach for applying for Leave of Absence or Withdrawal from a unit of study and/or their program of study.

3. SCOPE

This policy applies to:

- A student who is enrolled in a study program at JMI and seeks to withdraw or take a leave of absence from their program of study
- JMI staff who administer student withdrawals and leave of absences.

4. POLICY DETAILS

LEAVE OF ABSENCE

Any student may apply for leave of absence (LOA) provided one full year of study has been undertaken by the student requesting the leave of absence. Where a student has not completed one full year of study the student will discuss alternative options with the Chief Executive Officer.

LOA may be granted for up to one academic year at the discretion of the Chief Executive Officer. Each application will be treated on its merits and will depend on the student’s academic history and reasons for the application. It is not an automatic entitlement. Where a student is granted a LOA during a semester financial and academic penalties may still apply.

A student who is granted LOA must hand back their student ID card. A student who is granted LOA must also notify JMI of their intention to recommence the program of study at least two months prior to the commencement of classes or their place may be lost and the student may be required to reapply for admission to the program.

WITHDRAWAL

Withdrawal from a program of study

Any student who wishes to discontinue their studies must formally withdraw from their program of study regardless of the period of time in which they have been enrolled at JMI. The student must send a letter in writing addressed to JMI stating that they are withdrawing from the course. The student must also return their student ID card to formally withdraw from the course.

Withdrawing students may reapply for entry back into their chosen program of study at a later date, however, there is no obligation on the part of JMI to reinstate any student that has withdrawn.

If an overseas student is applying for re-entry into a program of study he/she is subject to any relevant immigration restrictions that may apply. Any such re-application will be considered through the normal application processes.

A student withdrawing from a program of study must also withdraw from any units of study they are enrolled in.

Withdrawal from a unit of study

A student seeking to withdraw from a unit of study must do so before the census date to avoid financial penalty.

Where a student has completed all of the assessment required for a unit a withdrawal will not override a fail grade and academic penalty will be incurred in such instances.

A student may be allowed to withdraw without academic penalty if special consideration is given in writing by the Chief Executive Officer.

A student may appeal a decision in relation to their results status.

Late Withdrawal

Late withdrawal from a course may be granted if serious and unforeseen circumstances make it impossible for the student to complete classes for the remainder of the semester. Special consideration under such circumstances is to be approved by the Chief Executive Officer.

Inactive Withdrawal

Any student that does not return for commencement of the classes in which they are enrolled, will be reported for cessation of studies.

REFUNDS

Students who formally withdraw or are granted Leave of Absence after the Census Date will remain liable for fees pertaining to all units of study in which they were enrolled for the current teaching period including VET and HE FEE-HELP debts.

International students who are permitted to withdraw are subject to the refund policy contained in their agreement with the JMI.

For more information please refer to the Fees and Refunds Policy.

INTERNATIONAL STUDENTS

Overseas students studying on a student visa may only suspend studies on the grounds of compassionate and compelling circumstances (eg illness or injury where a medical certificate states that the student is unable to attend classes; evidence of a traumatic experience, bereavement of an immediate family member, care for immediate family member with illness or terminally ill, delay in receiving student visa). Supporting documentation must accompany the application. Overseas students cannot suspend their studies for a holiday or if they feel they need a break from study.

Overseas students on a student visa who require an absence of more than 6 months must withdraw from the program.

Overseas students on a student visa suspending or cancelling enrolment may affect his or her student visa.

5. ROLES AND RESPONSIBILITIES

Chief Executive Officer	Approves: Special Considerations, LOA & Withdrawals
Head of Department	Liaises between Chief Executive Office and Students and Staff members to coordinate Special Considerations, LOA & Withdrawals May approve Special considerations, LOA & withdrawals in the Chief Executive Officer's absence.
Student	Completes internal documentation for Special Consideration, LOA, Withdrawal forms & provides any relevant supporting documentation e.g. Medical Certificate.

6. RELEVANT LEGISLATION

- The Education Services for Overseas Students Act 2000 (ESOS)
- HESA Act 2003, VET FEE-HELP guidelines
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- The Equal Opportunity Act, 1984
- The Occupational Health, Safety and Welfare Act, 1986

7. ASSOCIATED DOCUMENTS

Leave of Absence & Withdrawal Procedure
 Leave of Absence Form
 Withdrawal Form
 Special Consideration Policy
 Special Consideration Procedure

8. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Withdrawal from the program of study	Withdrawal from the program of study refers to a student formally withdrawing from a program of study in which they are enrolled.
Withdrawal from a unit of study	Withdrawal from a unit of study refers to a student formally withdrawing from a unit in which they are enrolled
Leave of Absence	Leave of Absence (LOA) is a period of approved absence by a student from a program of study in which they are enrolled. Students who are on LOA are considered to be a student of JMI.
Census Date	The date set by JMI up to and including which students enrolled in a JMI program may normally withdraw from a program or unit of

study without financial or academic penalty. The date will be not less than twenty percent (20%) of the way through the period during which the unit is undertaken, including the assessment period, as defined by the Higher Education Support Act 2003.

The census dates are published on JMI's Academic Calendar.

9. VERSION CONTROL

Document	Leave of Absence & Withdrawal Policy	Author	JMI Executive Management
Approver	JMI Academic Board	Approved	30 November 2012
Version No.	3		
Reviewer	JMI Academic Board	Due for Review	November 2014