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Related documents	<i>Course Enrolment Policy Course Withdrawal Policy Fee, Charges and Refund Policy Study Load Policy Student Grievance and Resolution Policy and Procedures Higher Education Standards Framework (Threshold Standards) 2015 Tertiary Education Quality and Standards Agency Act 2015 (TEQSA Act) *as amended from time to time</i>

1. Purpose

This document sets out Analytics Institute of Australia's (AIA) policy and procedures for students who wish to take a period of approved intermission (leave of absence) from enrolment in their course. The objectives of this Policy are to:

- Identify the responsibilities students have in relation to applying for and returning from a period of approved intermission from their course enrolment.
- Describe the additional responsibilities of international students at AIA in relation to taking approved intermission from their course enrolment, as required within the Education Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education (the National Code) 2018.
- Identify the responsibilities of relevant staff in relation to approving and recording intermission for students.
- Outline the possible outcomes when students go on leave from their studies without taking approved intermission.

2. Scope

- This policy applies to students in undergraduate and postgraduate courses who wish to take a period of intermission from their studies.
 - This policy does not apply to students who plan to defer commencing in their course – see AIA's Deferral Policy
 - This policy does not apply to students who wish to discontinue (withdraw from) their course enrolment.
- documents Analytics Institute of Australia (AIA) policy on advanced standing and the determination of

credit for previously completed formal study, the recognition of prior learning, or approved cross-institutional study.

3. Principles

Definitions

Enrolment deadlines: The published dates by which enrolment processes, including unit enrolment, are to be completed for a teaching period.

Intermission: A period of approved leave, with specific start and end dates, where a student enrolled in a course, either full time or part time, is permitted to not be enrolled in any units for that nominated time period.

Unapproved intermission: The status of students who do not enroll in units the next relevant teaching period in their enrolled course and who have not been granted approved intermission.

4. Time Period Allowed for Intermission

- a. When determining if a request for intermission will be approved, the maximum time allowed to complete the course is considered to ensure the student will, on return from the leave, be able to complete the course within the maximum time.
- b. Students (except for international students), whether enrolled full time or part time, are eligible to apply for a maximum of one year of intermission for various reasons across the duration of their course. A period of intermission longer than one year may be permitted where there are compelling personal, health, compassionate or other reasons. However, such approval must consider course structure, availability of relevant units and any likelihood of course termination.
- c. International students may take intermission only where there are compassionate or compelling circumstances (with supporting documentation) as outlined in the National Code 2018. Intermission will be granted for a maximum of one teaching period at a time only. AIA will advise the Department of Home Affairs (DHA) of visa holders who have been granted intermission for such reasons. Where an extended period of intermission is required, the student must submit a new request with updated supporting documentation. Where students need to leave the course for reasons other than compassionate or compelling circumstances, including financial reasons, they are required to withdraw and the DHA will be advised that course enrolment has been discontinued.

5. Application for Intermission

- a. Students who wish to take intermission must submit to AIA Student Administration Support a completed Intermission or Withdrawal from Course form.
- b. Supporting documentation must be submitted with an application for intermission by:

- International students
- Students who have already taken one year of intermission during the duration of their course

International students must leave Australia for the duration of their intermission, so unless otherwise approved by AIA (e.g. where a student is prevented from leaving due to a medical condition) documentation with their application needs to include a copy of a ticket for departure from Australia within 14 days of submission of the application for intermission.

- Where students wish to extend leave beyond an already approved period, a new Intermission or Withdrawal from Course form is to be submitted.

6. Implications for Taking Intermission

- Taking intermission will normally increase the time it takes to complete the course by at least the period of intermission taken but cannot increase it beyond the maximum time allowed.
- Students who take intermission will be liable for any fee increases, that have occurred while they have been away, which apply to their course or units.
- International students should contact the DHA for advice about any impact taking intermission will have on their student visa.
- Students who are receiving payments from Centrelink are advised to contact Centrelink to determine the impact intermission will have on their payments.
- Students who are approved to take intermission from their course after the teaching period commences, but before the relevant census date, will be deemed not to have commenced the unit/s in which they enrolled for that period, and the units will not be recorded on their academic transcript. They will not be liable for the tuition fees for the unit/s and enrolment in that teaching period.
- Students who are approved to take intermission from their course after the census date, but before the completion date of a teaching period, will receive either a Withdrawal Late without Academic Penalty (WL) grade or a Fail Due to Late Withdrawal (FW) grade, as relevant, for any unit/s in which they were enrolled.
- Where students take intermission after the census date, but before the completion date of a teaching period, they will be liable for the full tuition fee for any unit/s in which they were enrolled. If students believe they have extenuating circumstances which should be considered for a refund or cancellation of their fee liability, they should submit a request under the AIA Fees, Charges and Refund Policy.

7. Record of Intermission

- Student Administration will record a student's intermission period/s in the Student Management System, and it will be part of the student's permanent academic record.

- b. Students who have been placed on a period of intermission will receive official notice, in writing, from Student Administration that it has been approved, the duration of the leave with the commencement and finishing dates specified and when they will need to re-enroll for the teaching period in which they wish to re-commence studies again.
- c. Student Administration will advise relevant staff where a student has commenced intermission while a teaching period is in progress.
- d. Students who have requested a period of intermission and have had it denied will be advised of the outcome and reason/s, in writing, by Student Administration.

8. During Intermission

- a. While in intermission, students must keep their contact details up to date to ensure they can be contacted by AIA if required.
- b. International students must seek advice from Immigration on the potential impact of Course Intermission on their student visa.
- c. While students are on intermission they are not enrolled at AIA and will therefore not have access to the institution's services, other than limited access to the Student Management System (provided they have no financial encumbrances). Where access to services is required special permission to allow this is to be sought from Student Administration.

9. Re-enrolment after Intermission

- a. Students, who are on intermission, are required to complete re-enrolment in the Student Management System including enrolment in the units they expect to study in the teaching period when they return, by the relevant enrolment deadline published by AIA. A late enrolment fee will be applied where the deadline is not met.
- b. Students returning from approved intermission are continuing students and should not apply for admission as commencing students.
- c. Following a period of intermission, students must consult their relevant Course Convenor regarding the requirements to complete their course. Normally the student will be required to complete the course under the conditions and rules in place at the time of their return from intermission.

10. Unapproved Leave

- a. Students who have completed at least one teaching period of study at AIA and then fail to enroll in a subsequent relevant teaching period, and who do not have approved intermission, will be deemed to have abandoned their studies and their course enrolment will be discontinued.

- b. Students who have had their course enrolment discontinued as mentioned above, and who then wish to re-enrol, will have to submit a new application for admission to their course.
- c. International students who fail to enrol in a teaching period and who have not been granted approved intermission for that period will be deemed to have abandoned their studies. Their course enrolment will be discontinued and the DHA will be advised accordingly.
- d. Where a student's course enrolment has been discontinued due to unapproved leave, re-admission to the course is not guaranteed.

11. Appeals against Decisions

- a. Students who wish to appeal decisions made or actions taken in relation to intermission from their course enrolment may do so under the AIA's Student Grievance and Resolution Policy and Procedures and must do so within 20 working days of being advised in writing by AIA of any such decisions or actions taken.
- b. Once a change has been made to an over 18-year-old accepted student's course of studies, the information will be entered into PRISMS within 31 days of the confirmation by AIA of this change.

Version History

Version	Approved by	Approval Date	Details
V 1.0	Academic Board	16/11/2020	

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