



Interruption of Studies Leave Policy and Procedure

Scope & Purpose

This policy and procedure applies to all domestic students enrolled at Russo Business School and International Students who have completed at least six months of study at Russo Business School.

It sets out the policy and procedures relating to a student's application for 'Interruption of Studies' leave during a given study period based on a Compassionate or Compelling circumstance.

Definitions and Abbreviations

Census Date is the date when a student's enrolment is finalised. If a student withdraws after the census date they will have to pay fees, or if the student has a FEE-HELP loan, will incur a debt.

Commencement Date is the date of the course that is listed in the most recent *Letter of Offer* that has been signed by the student and returned by the student.

Compassionate or Compelling Circumstances are circumstances considered to be beyond the control of a student and have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience, which has impacted the student (these cases should be supported by police or psychologists' reports), which could include an involvement in, or witnessing of an accident, or witnessing or being the victim of crime;
- inability to commence study on the course commencement date due to delay in receiving a student visa.

Please note that the above are only some examples of what may be considered. Each request will be assessed individually based on the information provided and documentary evidence.

A **course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the [Australian Qualifications Framework \(2nd ed, 2013\)](#) and which leads to the conferral of an award. (e.g. a Bachelor of Business degree).

Deferment is an agreement to allow an applicant to defer taking up the place he/she has been offered until a later time.

Interruption of studies refers to the period when, due to Compassionate or Compelling circumstances, a student is or will be absent from their studies at Russo Business School.

Interruption of studies leave is approved time when a student experiences an Interruption of studies. An application (including supporting evidence) for Interruption of studies leave must be submitted by the student and must be approved by Russo Business School.

Policy

Russo Business School understands that a student may face Compassionate or Compelling Circumstances that may impact on their ability to study and/or attend classes. This policy enables a student to apply for a period of absence from their studies (this period is referred to as 'Interruption of Studies leave) when Compassionate or Compelling Circumstances arise.

The decision to approve an application for Interruption of Studies leave will be made on a case-by-case basis and is at the discretion of the Dean of Studies or nominated person for undergraduate and postgraduate coursework students.

Consequences of an Interruption of Studies leave

- a. An Interruption of Studies leave guarantees a student a returning place in the course for which the leave has been granted.
- b. Any enrolled subjects that overlap the period for which the leave has been granted are withdrawn.
- c. Students retain access to email and *iLearn* for the duration of the leave (note: entitlement to some services may be suspended during the period of leave).

Applying for Interruption of Studies leave

A student must apply for Interruption of Studies leave where the student is seeking a period of absence of two weeks or more in a study period. This requirement applies to diploma, undergraduate or postgraduate coursework students (domestic and international).

Applications for Interruption of Studies leave must be made using the appropriate application form. Students will be advised in writing whether the application has been approved. Each application will be assessed on a case-by-case basis.

Interruption of Studies leave must be requested prior to commencing the period of absence. In exceptional circumstances, an Interruption of Studies leave may be considered where the application was submitted after the period of absence has started but not yet ended. Under no circumstances will Interruption of Studies leave be granted when the period of absence has already occurred before the application (for this leave) was submitted.

The maximum period of an approved Interruption of Studies leave is determined by the award rules for each course. Only one Interruption of Studies leave will be granted for each Study Period.

Eligibility to apply for Interruption of Studies leave

Coursework students are eligible to apply for an Interruption of Studies leave once they have completed one Study Period. The student must be enrolled in a subsequent study period and have been enrolled (past the Census Date) in at least one subject. Students are eligible to apply for Interruption of Studies leave at any time after the results of previously enrolled subjects are released.

International students

International students studying in Australia on student visas are not normally eligible to be granted Interruption of Studies leave.

International students must obtain approval from the Dean of Studies for any period of absence greater than two week's duration during the study period.

International students should contact Student Administration Staff if they believe that they will need to take a period of absence from their studies.

Russo Business School has an obligation in certain circumstances to advise the Department of Home Affairs where an international student takes a period of absence from their studies.

Return from Interruption of Studies leave

When the approved period of Interruption of Studies leave is finished, the student may enrol in one or more subjects.

A student may apply to return from an Interruption of Studies early. Such applications will be assessed on a case-by-case basis and will include consideration of a range of issues, particularly the student's wellbeing.

Extension of Interruption of Studies leave

A student may apply in writing to have their approved Interruption of Studies leave extended up to the maximum time permitted under the relevant award rules.

Change of course

A student who wishes to change their course after an Interruption of Studies leave has been approved will need to apply to change their course as per the standard Russo Business School process. Obtaining approval for Interruption of Studies leave does not guarantee the student a place in any course other than the course for which the Interruption of Studies leave was granted.

Absent Without Leave (AWOL)

Undergraduate and postgraduate coursework students will be declared 'Absent Without Leave' (AWOL) if they:

- a) are not enrolled in subjects for a period of twelve months; or
- b) have not had any status changes to subjects already on their study plans (e.g. a change of result or a late result recorded) for twelve months;

and have not been granted an Interruption of Studies leave.

A student who is AWOL is not guaranteed a returning place in his/her course.

A student who is AWOL remains admitted as a Russo Business School student but will have their Russo Business School email, ilearn and internet access suspended until they return to their studies.

A student who is AWOL may apply to continue enrolment in his/her course, by submitting the appropriate application form.

Deferral (for Domestic Students only)

Domestic Students are able to defer their studies as they do not have the same study conditions as an International student. An application for deferral of studies is required for consideration and or acknowledgement by the Dean of Studies.

The maximum period of deferral of studies is 12 months for an Associate, Bachelors or Master Degree. Only one period of deferral of studies is allowed for a Diploma qualification.

Procedures

Undergraduate or postgraduate coursework students must apply for Interruption of Studies leave where their planned period of absence from studies is in excess of two weeks in a study period.

An application for an Interruption of Studies leave must demonstrate Compassionate or Compelling Circumstances. Each application must be submitted using the Russo Business School Interruption of Studies Application Form. Supporting documents such as student statements or medical certificates may be included.

The Interruption of Studies leave application will be presented to the Dean of Studies or nominated person for consideration.

The Dean of Studies or nominated person will respond in writing regarding the outcome of the decision within 14 days of receipt of the application.

A Student who has applied for Interruption of Studies leave must continue to study in their enrolled subjects until they have been notified that their Interruption of Studies leave request has been approved.

A student who is not approved for Interruption of Studies leave will not have any change made to their enrolment and will be provided with support as appropriate or where requested.

A student who has been granted Interruption of Studies leave will be removed from their enrolled subjects. If the student is an international student, Russo Business School will make the appropriate notification to the Department of Home Affairs.

Related legislation and standards to be read in conjunction with

[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)

[Educational Services for Overseas Students Act 2000 \(ESOS Act\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[Privacy Act 1988](#)

[Privacy Amendment \(Enhancing Privacy Protection\) Act 2012](#)

Related documents to be read in conjunction with

Policies

Academic Progressions Policy and Procedure

Privacy Policy

Student Complaints & Appeals Policy and Procedure

Student Fees Policy and Procedure

Student Fees Refund Policy and Procedure

Delegation

Delegated Authority	Delegation
Student Appeals and Grievance Committee	Refer to the Terms of Reference
Dean of Studies	Relevant to Accountability Statement
Academic Manager – Diploma Programs	Relevant to Accountability Statement

Academic Support Staff – Adviser/Lecturers	Relevant to Accountability Statement
Student Services	Relevant to Accountability Statement

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3/2022	Chief Operating Officer	Academic Board (Minor Amendment)	13/06/2022	13/06/2024