



Program Leave Business Process

Enrolments – May 2007

Description: Program Leave is for students who have commenced their program, who are **not** in the first semester of their program and wish to be non-effectively enrolled for half a year or more.

How: Program Leave can be applied for using the Application for Program Leave or Withdrawal from Program form (Appendix A), or by using the online Apollo application form by logging into <http://www.anu.edu.au/sas/forms/Programleaveguidelines.pdf> (Appendix B).

When: Except in special circumstances, Program Leave applications must be submitted on or before the Census Date of the first semester of Program Leave that is applied for. Where a student is not enrolled in any courses Program Leave applications may be accepted after the Census Date unless it is the first semester of study in which case a deferral of commencement must be applied for.

In the case of non-standard sessions; except in special circumstances, Program Leave applications must be submitted on or before the earliest Census Date of any courses enrolled in the first session of Program Leave that is applied for. Where a student is not enrolled in any courses Program Leave applications may be accepted after the Census Date unless it is the first semester of study in which case a deferral of commencement must be applied for.

Students in non-standard sessions need not apply for program leave unless they wish to be on leave for consecutive sessions that result in an absence for half a year or more. For example, a student need not take Program Leave for Winter Session if they are enrolled in Summer and Spring Sessions in the same academic year. If, however, a student is enrolled in Summer Session, but not Winter and Spring Sessions, Program Leave should be applied for the second half of the year.

If an application is submitted after Census Date, it will be treated as an Enrolment Variation Form and the student will be dropped from any courses he or she is enrolled in for the first session Program Leave is applied for. This will result in the courses remaining on the academic record with a result of WD and the student remaining liable for any tuition fees/student contribution and Student Learning Entitlement (SLE) associated with the course/s.

Applications for Program Leave will not be accepted after the WN period has commenced (Friday of week 10 for Semester 1 and Semester 2) in the first session Program Leave is applied for.

Where: Applications for Program Leave may be submitted to Enrolments or the relevant College Office.

Process

1. The form is submitted to either the Enrolments Office or relevant College Office and date stamped upon receipt. Forms are accepted by fax, scanned into email, post, or in person. If the form is received by Enrolments, it will be logged in the application tracker and forwarded to the relevant College Office.
2. The application is assessed by the appropriate Delegated Authority in the College that owns the degree and signs the form indicating whether it is approved or not and for which semesters. In the case of combined degrees across two Colleges, the Delegated Authority from both Colleges must assess the application and indicate whether it is approved or not and for which semesters. Normally, one College will assess and sign the form and send it via internal mail to the other College. Both College Delegated Authorities must approve an application for Program Leave to be approved.
3. Once the form has been signed off by the Delegated Authority/ies a letter is to be generated by one of the Colleges (In the case of combined degrees this would normally be the College that receives the application last) and sent to the student. This letter can be posted, faxed or emailed. Please see appendix C for sample letters.
4. The signed-off application form and a copy of the letter sent to the student is to be forwarded by internal mail to Enrolments. Any application forms should be sealed in an envelope before placed into the mailbag.
5. Once received by Enrolments, the form is to be logged into the Application Tracker (where the form was originally received by Enrolments, the form should already have been logged. In that case the existing record on the Application Tracker should be updated.)
6. The Program Leave is to be processed on Student21 by an Enrolments Officer using the "Processing Program Leave on Student 21 Instructions" below.
7. The Program Leave Application form is to be signed off by the Enrolments Officer who processed the form on Student 21 and forwarded to Student Records with the copy of the letter sent to the student.