

HDR Student Return from Program Leave Workflow

Tuesday, October 30, 2007

NOTE: At the time the Leave of Absence was recorded, the relevant SAS Scholarships Officer should have re-submitted the file to the local area on the scheduled return of the student.

SAS Records – Send the file to the relevant Local Area.

SAS Scholarships Office – Receives email via the email address suspensions.return@anu.edu.au **Scholarships Officer**

If student is returning on the scheduled date, **SAS Scholarships Office** notifies Human Resources to re-commence payments from the date of return. **SAS Scholarships Officer** checks altered scholarship end date on student system to ensure it has been adjusted to reflect period of leave. Return file to **Student Records**

Student Records store the File

END