

Leave of Absence Policy

Commencement Date: 01 December 2008

Category: Student Services

1. PURPOSE

This document describes Curtin Singapore’s policy for students to suspend their study for an approved, specified period of time.

2. APPLICATION

Students

3. EXCEPTIONS

This policy does not apply to Navitas English students.

4. POLICY STATEMENT

Curtin Singapore students enrol in programs of study on a semester basis. Due to various reasons students may be unable to continue their studies for a given period of time

Curtin Singapore shall develop timely and effective processes for managing requests by students for leave of absence from their studies.

Curtin Singapore shall adopt the leave of absence procedures of Curtin University and Curtin College, as amended for Singapore requirements, as described in their various policy and procedure documents.

At all times Curtin Singapore will ensure there is adherence with the requirements of the various Singapore government authorities in relation to international students.

Applications for Leave of Absence shall be approved by the Director of Academic Services or delegate.

5. OBJECTIVES

To ensure that applications for Leave of Absence are managed in an efficient and timely manner
 To maintain a proper record and update of students’ study plans and status.

RESPONSIBILITIES	
Policy Owner	Director of Academic Services
Contact	Student Services Manager
Review Date	08 October 2012

Revision Ref No	Approved/ Rescinded	Date	Committee /Board	Document Reference
Version 1	Approved	01 Dec 08	Executive Committee	Nil
Version 1.1	Approved	01 Nov 09	Executive Committee	Change of logo and format
Version 2	Approved	08 Oct 10	Executive Committee	Executive Committee Meeting Minutes