

SPECIAL LEAVE POLICY

- (A) The criteria for awarding Special Leave:
1. Special Leave may be granted to a student who must withdraw from a unit after the census date and after the withdrawal date allocated to that unit.
 2. Such leave should only be granted in special circumstances, defined as follows:
Special circumstances that apply to the student that are:
 - beyond the student's control;
 - do not make their full impact on the student until on, or after, the census/withdrawal date; and
 - make it impracticable for the student to complete the requirements for the unit during the period in which the student undertook, or was to undertake, the unit.
 3. Special leave normally will be granted for a maximum of four consecutive semesters.
 4. The student must have attended at least 80% of lectures previously in order to be exempt from repeating lectures when re-activating the unit(s). In the case of distance students, the student must show, by means of record keeping, online involvement, or other means, that they have done the equivalent to on-campus mode of delivery.
 5. If the original unit is no longer available at the student's college when they apply to re-activate the unit, and the student is required to attend lectures, the college is encouraged to do its best to provide an alternative form of teaching such as DSC mode, or direct the student to another ACT affiliated college that is offering the unit.
 6. Students wishing to return from special leave must apply to their enrolling college to resume studies, and, if approved, will re-activate all incomplete required units.
 7. Applications to resume studies must include supporting documentation that the student's situation has changed such that they are now in a position to be reasonably expected to complete the requirements of the unit.
 8. All marks attained for the unit are cumulative so the student is eligible for a merit grade (unless the unit does not normally have such a grade).
 9. If a student is unable to return to complete the unit within the time frame granted to them, the status of the unit is amended, upon application and case being made, to "Compassionate Withdrawal".
 10. If a student fails to return to complete the unit within the time frame granted to them and no case has been made otherwise, the status of the unit is amended to "Fail".
 11. If fees have already been paid in full, either by upfront payment or through FEE-HELP, no further tuition fees will be charged. If the student has any outstanding tuition fees, these must be paid at the time of re-activation, to the college providing the final tuition for the unit.
- (B) The application
1. Student applies for Special Leave from a unit or units on compassionate grounds, using the form supplied by their college and attaching the necessary supporting documents from a health or other professional who can attest to their current situation.
 2. College reviews the application and grants the request according to the criteria set out in (A) above.
 3. The ACT office is informed of the decision and asked to amend the unit status on TAMS.
 4. The ACT office updates the unit status to "on leave" and the 'grade' of "SL" for Special Leave is allocated.
 5. Student applies to re-activate SL units. Approval granted by affiliated college and ACT informed.
 6. ACT office updates unit status from "on leave" to "enrolled" and removes 'SL' grade.
 7. If the student has paid in full for the unit previously, either by upfront payments or via FEE-HELP, no further tuition fees can be charged. If the student had only partially paid for the unit previously, they would be required to pay any outstanding amount up to the total tuition fee for the unit.
 8. Final results are processed as per normal.
