**ELICOS Program Manual**

**ELICOS Student Leave Options**

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| **Leave Type** | **Who can approve** | **Leave Duration Requirements** | **Requirements for Approval** | **Impact on Attendance Requirements**  | **Impact on Tuition Fees** |
| Leave of Absence | Program Convenor | Whole teaching blocks must be taken (i.e. 5 weeks, 10 weeks etc) | Will only be approved where compassionate and compelling circumstances can be shown. | Student will not be marked as absent. | Students are not liable for tuition fees during the period of leave. |
| Approved Leave | Program Convenor | Must be taken in periods of less than 5 weeks. | Students are liable for tuition fees for the period of leave. |

Where a student needs to take leave in excess of 5 weeks of leave, but not equivalent to multiple teaching blocks, the leave will be treated as:

* Leave of Absence for the period(s) equivalent to one or more teaching blocks of 5 weeks; and
* Approved Leave for the remaining period of leave being requested.

For example:

A student requests leave for a 7-week period. The request is approved by the Program Convenor. The first five (5) weeks of leave will be treated as Leave of Absence, and the student is not liable for tuition fees for this five (5) week period. The remaining two (2) weeks will be considered Approved Leave, and the student is liable for tuition fees for that period. The student is not marked as absent for the 7-week period.