

LEAVE OF ABSENCE POLICY

This policy applies to provision for leave for all undergraduate and postgraduate coursework students enrolled at Ngee Ann-Adelaide Education Centre (NAA).

POLICY PRINCIPLES

1. Students may apply for leave of absence from their University of Adelaide's program for specified periods under certain circumstances.
2. All students must apply to NAA Student Services Manager for leave of absence from their program by submitting the 'Leave of Absence' Form via the Student Services Executives.
3. All students who have approved leave of absence and wish to extend their leave of absence must apply for extension.
4. All students with approved Leave of Absence must notify the Student Services Executives via email of the intended Term / Trimester / Semester to resume the program.
5. Students who are scholarship recipients and who wish take leave of absence from their program will need to seek approval from the Student Services Manager to defer their scholarship. Failure to do so could result in the loss of scholarship.
6. International students are advised to check with Immigration and Checkpoints Authority (ICA) regulations at www.ica.gov.sg before applying for Leave of Absence.

6.1 Approval for Leave of Absence (applicable to international students)

Absences due to Medical Grounds and Bereavement are the only two accepted valid reasons.

- Complete the "Leave of Absence" form.
- Supporting documents to justify your absence from class (MCs, Death Certificate etc).

Note:

Should you be absent for a class due to illness, please submit the medical certificate (MC) to the School by the next working day.

Only MCs issued by registered medical practitioners under the Singapore Medical Council will be accepted.

All other reasons of absence from class are subjected to case by case approval of the Student Services Manager. e.g: Going back to home country with urgent matters during the study term.

Please submit the "Leave of Absence" form with supporting documents (written request and air ticket), at least one week in advance or before you purchase your air ticket.

Please provide proof of air ticket, passport (for the exit and entry immigration stamps) and supporting documents upon return.

Notification to ICA on your absence from class

- **School will inform ICA in writing of any leave application between 1 – 3 months.**
- **Your Student pass will be cancelled if you are away from your School for more than 3 months. You will have to re-apply for student pass, subject to the approval of Immigration and Checkpoints Authority.**

7. Length of Time Permitted for Leave of Absence
Leave will usually be granted for a minimum of one term / trimester / semester and usually no longer than one academic year (i.e. 4 consecutive terms / 3 consecutive trimesters / 2 consecutive semesters).
8. Extension
Students requiring an extension of their leave entitlements must make application to the Student Services Manager via the Student Services Executives citing special circumstances where:
 - They have medical condition (certified by a medical practitioner).
 - There are exceptional compassionate circumstances (supported by relevant independent documentation).
 - They have been posted for overseas work assignments (supported by relevant documentation endorsed by the employer).
9. Formal approval will be on the basis of an endorsed Leave of Absence Form by the Student Services Manager.

10. Withdrawal from course

Students who are awarded leave of absence are responsible for formally withdrawing from their courses by dropping from the classes in Access Adelaide for the time they will be absent from NAA. Student may enrol into the course(s) in the term / trimester / semester which they plan to return.

Student Particulars

Student Name: _____ Student ID No.: _____

Email: _____ HP/Res: _____

Program: _____

[] Application for Leave of Absence

Period of Leave of Absence from Program (in months): _____

Start date: _____ End date: _____

Reason: _____

I will be resuming study on (Return Term / Trimester / Semester): _____

[] Application for Extension of Leave of Absence

Original period of Leave of Absence from Program (in months): _____

Original start date: _____ Original end date: _____

Reason to requested extension: _____

I will be resuming study on (Return Term / Trimester / Semester): _____

Student's Signature: _____ Date: _____

For Official Use:

Name & Signature Student Services Executive: _____

Date: _____

Approved:

Not Approved:

Name & Signature of Student Services Manager: _____

Date: _____