



C-3.5 Leave of Absence Procedure

1. Purpose

To establish the requirements that inform the [Leave of Absence](#) practices within the AVA Chartered Veterinary Practitioner [Accreditation Program](#).

2. Scope

This policy applies to the AVA Chartered Veterinary Practitioner.

3. Procedure Statement

The AVA acknowledged that [AVA CVP Students](#) may be required to interrupt their studies in response to various external circumstances that may affect their capacity to undertake their studies. [Leave of Absence](#) provides a mechanism for [AVA CVP Students](#) to maintain their place in the [Accreditation Program](#) whilst on approved leave.

4. Procedures

4.1 Leave of Absence Arrangements

- 4.1.1 [AVA CVP Students](#) who have successfully completed a [Course](#) within the [Accreditation Program](#) may request to take a [Leave of Absence](#) of up to six months. (Refer also to [Deferment](#) within *C-3.2 Enrolment policy and procedure for commencing AVA CVP Students.*)
- 4.1.2 An [AVA CVP Student](#) may request an additional [Leave of Absence](#) for a further six months if required.
- 4.1.3 Requests to take a [Leave of Absence](#) can be received up to and including the [Census Date](#) of a [Study Period](#).
- 4.1.4 All periods of [Leave of Absence](#) shall be counted as part of the maximum period allowed for completion of the [Accreditation Program](#).
- 4.1.5 The AVA will send an [Enrolment](#) communication to [AVA CVP Student](#) at the end of their approved [Leave of Absence](#).
- 4.1.6 An [AVA CVP Student](#) who has never enrolled in a [Course](#), is not enrolled in the current [Study Period](#), and is not enrolled in a future [Study Period](#), and does not have an approved [Leave of Absence](#) or [Deferment](#), will have their [Enrolment](#) cancelled after the [Census Date](#). Students who seek to continue their studies in the [Accreditation Program](#) must apply for re-admission.

4.2 General requirements for Leave of Absence

- 4.2.1 Applications for [Leave of Absence](#) are to be made on the AVA Leave of Absence Form by the [Census Date](#) of a [Study Period](#).
- 4.2.2 [Leave of Absence](#) may not be approved if the [AVA CVP Student](#) is likely to breach the maximum time limits for completing the [Accreditation Program](#) (Refer *C/3.4 Time limits for completion of the AVA Chartered Veterinary Practitioner accreditation program procedure*).
- 4.2.3 Where commencement has been deferred (*C/3.2 Enrolment policy and procedure*), the period of [Deferment](#) will not be taken into account in determining whether the conditions described in this policy for approval of [Leave of Absence](#) have been met.
- 4.2.4 [Leave of Absence](#) applications may be reviewed and approved by the [AVA CVP Program Manager](#) where:
- the [AVA CVP Student](#) is enrolled in the [Accreditation Program](#); and
 - the [AVA CVP Student](#) is applying for [Leave of Absence](#) for a period of no more than six months, and
 - the [AVA CVP Student](#) has completed at least one [Study Period](#) of [Enrolment](#) in the [Accreditation Program](#), and
 - the leave period requested, when combined with earlier periods of leave in the same [Accreditation Program](#), does not exceed 12 months.

All other applications for [Leave of Absence](#) will be referred to the [AVA CVP Academic Program Director](#) for consideration and decision.

4.3 Notice of Decision

- 4.3.1 Applicants will receive an email notification of the outcome of their application for [Leave of Absence](#).

4.4 Appeal of Decision

An [AVA CVP Student](#) who is dissatisfied with the outcome of a [Leave of Absence](#) application may [Appeal](#) the [Decision](#) in accordance with the *C/8.2 Student appeals procedure*.

5. References

Nil.

6. Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7. Policy Information

Accountable Officer	Chief Executive Officer
Responsible Officer	Head of Education and events
Policy Type	AVA Education Policy
Policy Suite	Section C –Student Support and Administration
Subordinate Schedules	Nil
Approved Date	4 December 2023
Effective Date	4 December 2023
Review Date	30 April 2026
Relevant Legislation	Nil
Related Policies	<p>C-3.1 Admission policy and procedure</p> <p>C-3.2 Enrolment policy and procedure</p> <p>C-3.3 Academic progress policy and procedure</p> <p>C-8.1 Student grievance resolution policy and procedure</p>
Related Procedures	<p>C-3.4 Time limits for completion of the AVA Chartered Veterinary Practitioner accreditation program procedure.</p> <p>C-3.6 Withdrawal without academic penalty and with fee reversal procedure.</p> <p>C-8.2 Student appeals procedure.</p>
Related forms, publications and websites	<p>AVA Chartered Veterinary Practitioner Website</p> <p>Application for Leave of Absence Form</p>
Definitions	<p>Terms defined in the Definitions Dictionary</p> <p>Accreditation Program The sequence of study leading to the completion of mandatory training.</p> <p>Appeal A formal, written request made by an AVA CVP Student to a higher authority to have a Decision overturned.</p> <p>AVA The term ‘Association’ or ‘AVA’ means the Australian Veterinary Association Limited.</p>

AVA CVP Academic Program Director

The AVA CVP Academic Program Director is the professional responsible for academic administration of the AVA CVP Education Pathway.

AVA CVP Program Manager

The AVA CVP Program Manager is the administrative professional responsible for managing, coordinating and overseeing learning and teaching production, student management, and accreditation within the AVA Chartered Veterinary Practitioner™ and associated projects.

AVA CVP Student

A person who is admitted to the AVA CVP Accreditation Program offered by the AVA and is:

- currently enrolled in one or more Courses; or
- not currently enrolled but is on an approved Leave of Absence or whose Admission has not been cancelled.

Census Date

The date on which the AVA CVP Student's Enrolment related requirements must be finalised in line with the AVA CVP Important Dates. The AVA must, for each Course of study it provides or proposes to provide during a year, determine for that year, a particular date to be the Census Date for the Course. AVA CVP Students are responsible for meeting the Census Date deadline and must check that all Enrolment and payment details are correct on or before the Census Date.

Course

A discrete element of a program, normally undertaken over a single Teaching Period, in which the AVA CVP Student enrolls and on completion of which the AVA CVP Student is awarded a Grade.

Decision

A formal, written request made by an AVA CVP Student to a higher authority to have a Decision overturned.

Deferment

Approval granted to an AVA CVP Student who has accepted an offer of Admission to the Accreditation Program for the first time to delay the commencement of Enrolment for up to two calendar years.

Enrolment

The process of admitting an AVA CVP Student to one or more Courses for the current Academic Year.

	<p>Leave of Absence An approval granted to an AVA CVP Student to cease formal study as an enrolled AVA CVP Student for a specified period of time.</p> <p>Study Period The period during which a Course is offered.</p> <p>Definitions that relate to this policy only [Nil]</p>
Keywords	AVA CVP, Deferment, Enrolment, Leave of Absence
Record No	

Complying with the law and observing AVA Policy and Procedure is a condition of working for, and volunteering with, the Australian Veterinary Association.