

FRIENDS *of* GEELONG BOTANIC GARDENS INC.

ABN: 21 699 253 561 INC NO. A13509G



Geelong School of Botanical Art

Policy: Request for 'Leave of Absence'

Students may apply for reduced fees for one term of Botanical Art in any one calendar year, provided that:

- The application is made on a '**Request for Leave of Absence' Form** (available from the Friends' Office).
- The application clearly specifies the dates of classes when the student will not be in attendance
 - For Friday classes (one half day per week), the student must specify at least two classes in one term.
 - For Tuesday or Saturday classes (whole day classes) the student must specify at least one full day of classes in one term.
- The application must be submitted to the Friends' Office with the student's Enrolment Form at least two weeks prior to the start of the school term.
- Late applications for 'Leave of Absence' will not be considered.

A reduction in fees of \$50 may be applied for any student who submits an application in accordance with these guidelines; the 'leave of absence' is not transferable to other dates within the term, another term or another year.

If the class tutor arranges one/more catch up Session/s (subject to space in the class) in lieu of any possible absence, fee reduction under this Leave of Absence Policy is not applicable.

Should there be an unexpected extended absence during a term due to prolonged illness, students may apply in writing for consideration. Each case will be considered by the Committee.

If a student wishes to enroll after three weeks of term, a 25% reduction of term fees will apply. This is subject to availability of classes.

The Friends' Committee has made these policy decisions in response to student and tutor suggestions. Considerations such as these are not available at other Schools.