



GEELONG SCHOOL OF BOTANICAL ART

managed by Friends of Geelong Botanic Gardens



LEAVE OF ABSENCE AND LATE ENROLMENT POLICY

REQUEST FOR LEAVE OF ABSENCE BEFORE COMMENCEMENT OF TERM

- Requests for *Leave of Absence* **MAUST** be submitted at least one week before the commencement of term.
- Late applications will not be considered due to planning and logistical considerations.
- All requests **MUST** be submitted in writing on a “REQUEST FOR LEAVE OF ABSENCE FORM” available from the Friends of Geelong Botanic Gardens (FGBG) office.
- The request **MUST** specify the **exact date of the planned leave**.
- If approved the *Leave of Absence* is **NOT** transferable to other dates.
- Leave can only be requested for **one class in each calendar year**.
- Refund payable is equivalent to the **cost of a ONE class less 25% administration fee**.
- If due to unforeseen circumstances a **tutor** needs to cancel a class the tutor **may** choose to offer a catch-up class at a time convenient to the tutor. If the time offered is not suitable for the student, then a 100% refund will be paid for that class **ONLY**.

REQUEST FOR LEAVE OF ABSENCE AFTER COMMENCEMENT OF TERM- for compassionate and special circumstances only

- Unexpected extended *Leave of Absence* after the commencement of term will be considered for **compassionate and special circumstances ONLY**.
- All requests for *Leave of Absence* will be considered on an individual basis and will be at the discretion of the Coordinator of the Geelong School of Botanic Art or the FGBG Treasurer.
- If possible, all requests **MUST** be submitted in writing on a “REQUEST FOR LEAVE OF ABSENCE FORM” available from the Friends office. However, verbal requests will be considered in this situation.
- If approved refund payable will be in full on a *pro rata* basis.

LATE ENROLMENTS AFTER THE COMMENCEMENT OF TERM

- Late enrolments after the term has commenced will be considered subject to availability of classes.
- Fees payable will be costed on a *pro rata* basis.

Updated Dec 2022