

HOLIDAY

POLICY

Date of issue: 02 May 2023



The Green Academy Australia

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Purpose

The purpose of this policy is to ensure that the students who are enrolling/are planning to enrol into any course provided by The Green Academy receive a flexible allowance of holidays during their enrolment.

Scope

This policy applies to all the students enrolled in any course provided by The Green Academy as well as Admissions Department, Administration Department, and Marketing Team of The Green Academy.

Policy

The Green Academy allows students to have up to 4 weeks of study break per year. Students can take a study break provided they meet the following criteria:

- The study breaks are requested in writing and are included in the CoE dates. If additional study breaks are not included at the time of enrolment, the student is not entitled to any additional breaks other than the duration of Christmas campus closure and public holidays.
- A student does not have any outstanding fees.
- A student has satisfactory attendance (80% minimum).
- Study breaks are calculated in full weeks. Approved study breaks must start on a Monday or the first day of the week if Monday is a public holiday and end on a Friday.
- Students must inform the student administration officers of their intention to take holidays no later than Wednesday of the week prior to the start of their study break. If they do not approach reception or send an email at brisbane@the-green.au for a study break request, they will be marked absent.
- A study break must be a minimum of 1 week and a maximum of 4 weeks in duration. Students are not allowed to take study breaks for less than a week.

Note: If you hold a visa other than a Student Visa, you have no attendance obligations and can take unrestricted breaks.



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