

Student Leave Policy

Guiding Principle

Given the long vacations and the several exeats and overnights that the College has, it is expected that students will be residential during all of the working term. At the same time it is recognised that a) emergencies can occur, requiring immediate and unforeseen departures, and b) much as the College would like it, important family events will not always coincide with vacations, breaks and exeats.

Compassionate Leave

By its very nature it is impossible to foresee. The death of an immediate relative or the life-threatening illness of a parent or sibling may require the immediate departure of a student – sometimes with the date of return uncertain. If you face such an emergency, please contact your Wada parent immediately, explaining the circumstances and your immediate needs. The Wada Parent will contact the Head of Student Life and assist in your request. You are unlikely to have the time to meet all of your faculty members before departure, or be in a mental state to do so. Hence information of your departure would be passed on to your faculty by the Head of Student Life, who will also issue the signed slip you will need to show at the campus gate.

Discretionary Leave

Examples of this in the past have ranged from receiving an award or attending a graduation or a cousin's wedding, to a grandma's 75th birthday bash or visiting your orthodontist in your hometown. The school has no view on whether these excursions are in your best interest during term time. If you and your family think this leave is crucial it will be permitted if:

1. it is limited to one leave per year, for up to four working days;
2. that you seek the permission of your Wada Parent and obtain the signatures of your teachers well within the period prescribed on the leave form; and
3. that this leave not be combined with any other leave or vacation or exeat. It will be granted only if you are in good standing (not grounded, behind in your work, or on attendance or another form of probation (The Wada Parent will seek confirmation from parents or the institutions being visited).

Unexcused early departure or late arrival after winter vacation or any other break loses you the privilege of availing this type of leave.

Working Leave

Short leaves are granted to individuals and small groups for Triveni, academic, university-related visits, or visa-related/medical-related ones. This type of leave is authorised (and informed to the community) by the relevant College official (Guidance Counselor, Head of Experiential Learning, Head of Student Life, Head of Academics) after verifying its legitimacy and value, and after consulting the faculty, whenever needed. For such leave, you need to approach the relevant College official, with documentary support for the nature and length of your visit, normally two weeks before scheduled departure.

Students are required to follow these instruction while requesting working leave:

- Students should book tickets/make travel arrangements only AFTER their leave is approved by the relevant College Official, Faculty and HOC (if leave requested is longer than 4 days)

- Students should return immediately after their visit, if the visit occurs during term time; they may not take additional time off for other activities.
- Students may not expect special consideration for missed assignments, deadlines, jetlag and/or tests
- Students are expected to complete pending work before they depart if any deadlines fall during their leave
- Students should not leave their request to the last minute

Leave request for University related matters:

- The Guidance Office will not approve any leave for non-mandatory off-campus visits, interviews, meetings with universities & colleges
- If the student has an interview/mandatory attendance for a university/college event that is clashing with a class, they must request permission from the Guidance Office and their teachers at least two weeks in advance.
- Email your request to guidanceoffice@muwci.net; with a copy to the Guidance Counsellor, HOSL & HOA and your advisor
- All requests must be made via email and must include the following details:
 - Dates & purpose of visit; itinerary of the visit
 - Intended departure and arrival time/date from MUWCI
 - Copy of email/communication from university mandating the presence of the student for interview/visit/meeting/exam etc.

Any other leave or violation of the terms of the leave is unexcused. An unexcused leave will lead to unexcused absences in class and grounding by your Wada parents, usually one week for every (part of the) day that you are missing. Your National Committee and parents will be informed, and the number of days that you missed will be noted on your report card. Failure to inform your Wada parents of your absence may result in expulsion.

It is always the student's responsibility to catch up on missed work.

The College does not provide accommodation during the winter and summer breaks: Students are, therefore, expected to leave the campus immediately after the last day of classes. We can provide some assistance in finding suitable and interesting places to stay during those weeks!

Early Departures and Late Arrivals

Permission will not be given for students to leave early or arrive late to College except under very special circumstances. Written application should be made to the Head of Student Life at least **four weeks** beforehand. We reserve the right to refuse a request unless we are satisfied that this is absolutely necessary. Unauthorised early departures or late arrivals will be dealt with as unauthorised absences from campus and incur disciplinary consequences. We ask all students to strictly adhere to our return and departure dates and only request variations in extreme cases for which there will be consequences, regardless of cause, unless beyond the control of the student.

For Project Week, Travel Week or winter break, students are only free to leave campus at the end of the academic day. The Key Dates document specifies earliest arrival and latest departure times for each break, except for school project week.