

## 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 academic 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.

All leaves longer than one day must be submitted by an email at least a week in advance (except in the case of emergencies) to the Wada Parent, Advisor and Head of Student Life

### Types of Leaves

#### 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 and security by the Head of Student Life.

#### Discretionary Leave

All students can avail 1 Long discretionary leave (up to 4 days) and two short discretionary leaves (up to two days) per year. 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 leave will be permitted if you have sought prior permission of your Wada Parent, Head of Student life and obtain the signatures of your teachers well within the period prescribed on the leave form. For this, an email must be sent to the WP and HoSL requesting for leave a week in advance. Please keep in mind that this leave cannot 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 Ultimately the final approval is granted by the HoSL.

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

#### Medical Leave

A Medical leave may be granted if necessary. A request can be made by a student, the parent or guardian, the College Doctor or the Wellbeing Psychologist. All requests will be carefully reviewed by the HoA, HoSL and Wellbeing Psychologist. In such instances the Wellbeing team, the Head of Academics and Advisor will work with the student and the family to ensure the

student's academic standing is minimally impacted by working on alternative plans and deadlines. Each case will be reviewed taking into consideration the needs of the student. The national committee will also be informed so that they may also provide any additional support that might be required. If the student is better suited to go home, the cost of the flights will be borne by the parents.

## Work 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 authorized (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 HoSL (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 email their request to the WP and HoSL one week in advance.

### 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](mailto: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.

It is always the student's responsibility to catch up on missed learning and assignments.

**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.

### **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 and respective WP at least **four weeks** beforehand. We reserve the right to refuse a request unless we are satisfied that this is absolutely necessary. Unauthorized early departures or late arrivals will be dealt with as unauthorized 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. If a student still decides to leave early it will be considered an unexcused absence.

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 or school project week.