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# HOPE Student Home Leave/Furlough Policy and Procedure

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<b>Version</b>	2.0
<b>Policy number</b>	3140
<b>Short description</b>	A set of procedures designed to help parents of HOPE students understand the process that must be gone through when temporarily leaving the school.
<b>Relevant to</b>	All HOPE families
<b>Authority</b>	
<b>Responsible officer</b>	Enrollment Officer
<b>Responsible office</b>	Director and Management Team
<b>Date introduced</b>	January 2013
<b>Date(s) modified</b>	September 2017
<b>Next scheduled review date</b>	August 2018
<b>Related documents</b>	Appendix 1 Request for Home leave/Furlough Form Appendix 2 HOPE Home leave/furlough Checklist
<b>Related policies</b>	

## Policy Statement

HOPE understands families taking time to rest, refocus, fundraising or reconnect and sets out the policies and procedures for those families to ensure a place for their children upon return.

## 1. PURPOSE

- 1.1 At HOPE, 'Home Leave/Furlough' is described as a 'continuous period of time, lasting up to 1 year (excluding June and July) when a student is taken to live outside of Cambodia'. This document sets out the procedures which HOPE families must go through in order to ensure their child's place in the school as well as the handling of their enrolment deposit.

## 2. SCOPE

- 2.1. This policy applies to all HOPE families who intend on leaving the country for up to 1 year and then return to HOPE School.

## 3. PROCEDURES

- 3.1 All Home Leave/Furlough requests must be made **at least 2 months before** leaving HOPE, not including the summer break.
- 3.1.1 A *Request for Home Leave/Furlough Form 1 (Appendix 1)* must be filled in for each student at HOPE.
- 3.1.2 Once processed, your deposits will be held by HOPE and a place at HOPE for your student(s) will be held for up to 1 year.
- 3.1.3 Failure to follow this procedure may have financial penalties and could put your place at HOPE at risk.
- 3.1.4 Fill in the *HOPE Home leave/furlough checklist (Appendix 2)* to ensure you have completed all the necessary steps.
- 3.2 If you leave HOPE without giving notice (using Home Leave/Furlough Form F1), you may lose your deposits and/or their place at HOPE.
- 3.3 **Please inform HOPE of any changes to your Home Leave/Furlough.** HOPE is not obliged to hold your place beyond the agreed dates or return deposits, consideration will be given for each case.
- 3.4 School fees and deposits
- 3.4.1 Tuition Fees **will** be charged as normal when a school approved Home Leave/Furlough is **less than 3 months** long. These must be paid in advance, before you leave HOPE.
- 3.4.2 Tuition Fees **will not** be charged when a school approved Home Leave/Furlough of **more than 3** consecutive **months** is taken (not including the June/July school break).

APPENDIX 1

**REQUEST for HOME LEAVE/FURLOUGH: Form F1**

*Please complete one Form for each student*

Student name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent Name (please PRINT): \_\_\_\_\_

Parent Contact details during Home Leave/Furlough:

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Last day at HOPE: \_\_\_\_\_

Return date to HOPE: \_\_\_\_\_

Reason for Home Leave/Furlough:

\_\_\_\_\_  
\_\_\_\_\_

I understand that before leaving HOPE I must book an appointment with the Enrollment Officer, return all school equipment and pay any outstanding school fees and that failure to do so may have financial penalties and put my child's place at HOPE at risk. I will inform HOPE of any changes to my Home Leave/Furlough arrangements.

Signed:

Date:

**Please return this Form to the Office at least 2 months before your last day at HOPE.**

*Date Received by Office:*

<p><i>Office Use Only</i></p> <ul style="list-style-type: none"> <li>• Date received: _____</li> <li>• Hopeinfo <input type="checkbox"/></li> <li>• Staffs <input type="checkbox"/></li> <li>• Interview date: _____</li> <li>• Pay any outstanding Fees <input type="checkbox"/></li> </ul>	<p><i>Interview memos:</i></p>
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**APPENDIX 2**

**HOME LEAVE/FURLOUGH CHECKLIST**

**Please complete the following steps to help you through this process and return this form during your last meeting with the Enrollment Officer (Elizabeth Shin):**

1. Library books and equipment

- Return all library and textbooks
- Return locker keys

2. School fees & deposit

- Pay any outstanding school fees Date: .....

Please remember to collect all your own belongings (*such as bags, lunch containers, medicines held by the school nurse*) on your last day at HOPE.

To contact the School please email: [enquires@hope.edu.kh](mailto:enquires@hope.edu.kh) or phone: 012409597