

Student Services

Student Instructions for Communication to apply for Leave

NZIoS is committed to provide quality services and pastoral care for its students. We require our students to attend all the classes and on time. Student may need to apply for leave. The procedure for leave application is as follows:

Medical Leave

1. If student falls ill while attending the class, the student needs to inform to the class teacher immediately. The class teach may allow student to take leave for the rest of the day so that student is able to recover from the illness.
2. If the student is not able to come to school due to illness, student is required to inform the college via email at studentservices@nzios.ac.nz as soon as possible. In the subject line of the email, write 'Sick Leave' and explain the illness in the email.
3. Student must write email from the student's NZIoS email address or from the personal email address provided to NZIoS in the admission application or 'Contact Details Form'.
4. Where student is absent due to illness for two days or more, student must submit a valid medical certificate within five (5) working days of illness with the leave email. The medical certificate must be submitted with the leave application email to studentservices@nzios.ac.nz.
5. NZIoS may require medical certificate if student has too many one-day absences due to illness.

Non-Medical Leave

1. All non-medical leaves must be pre-approved.
2. Non-medical leave pre-approval may be sought via email

NZIoS student services shall respond within two working days. Please write again after two days if you do not hear back from NZIoS student services within two working days.