

Deferral, suspension, cancellation and withdrawal of student's enrolment policy and procedures

Policy Purpose

The purpose of this policy is to outline the procedures to give Institute staff a guide when students wish to defer, suspend, cancel and withdraw an enrolment.

The policy applies to both overseas and domestic students with specific conditions applying to overseas students and students engaged in government approved traineeships and apprenticeships.

Policy Scope

This policy applies to overseas and domestic students.

Overseas Students – This policy is in reference to the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007, Part D Standard 13 'Deferring, suspending or canceling the student's enrolment'.

Policy Content

Terminology

To defer or suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone). (In the case of overseas students, the Institute does this by notifying the Department of Education, Employment and Workplace Relations (DEEWR) through Provider Registration and International Student Management System (PRISMS) of the deferment or suspension of enrolment.)

To Terminate a student means to permanently cancel the student's enrolment. (For overseas students this means the Institute will notify DEEWR through PRISMS, and the student's CoE status will be listed as 'cancelled'.)

Deferment of the commencement of study or suspension of study initiated by student

The Institute's programs have defined structures and it is intended that each program will be undertaken continuously to completion.

Unforeseen circumstances may necessitate temporary interruption to a student's study. To accommodate any such occurrence a student may apply to their for deferment of the commencement of study or suspension of study from a program of 3 to 6 months.

Overseas students studying on a student visa may only defer or suspend studies on the grounds of compassionate and compelling circumstances (eg illness or injury where a medical certificate states that the student is unable to attend classes; evidence of a traumatic experience, bereavement of an immediate family member, care for immediate family member with illness or terminally ill, delay in receiving student visa). Supporting documentation must accompany the application. Overseas students cannot defer or suspend their studies for a holiday or if they feel they need a break from study.

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Overseas students on a student visa who require an absence of more than 6 months must withdraw from the program. Overseas students on a student visa deferring, suspending or canceling enrolment may affect his or her student visa.

The Institute may request at its discretion that a registered medical practitioners' certificate be provided stating fit to resume studies for medical absences prior to accepting students to recommence classes.

Suspension and Cancellation initiated by the Provider

A student may have his or her enrolment suspended or cancelled as a result of unsatisfactory academic progress, unsatisfactory attendance, academic misconduct or misbehaviour by the student.

The conditions for and processes pertaining to suspension or cancellation of enrolment are addressed in the Course Progress Policy, Academic Misconduct Policy and Student Behaviour and Termination Policy.

For overseas students on a student visa the student will be informed of the Institute's intention to suspend or cancel and notify the student that he or she has 20 working days to access the provider's internal complaints and appeals process, refer to the "Academic and Non-Academic Grievance Policy". If a student accesses the internal complaints and appeals process the suspension or cancellation will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

The Institute is required to report to the Department of Education, Employment and Workplace Relations (DEEWR) where a student's enrolment is deferred, temporarily suspended or cancelled. Overseas students on a student visa deferring, suspending or canceling enrolment may affect his or her student visa.

Withdrawal

A student who wishes to discontinue their studies is free to do so, but there is no obligation on the part of the Institute to reinstate any student who has withdrawn. A student who has withdrawn may reapply at a later date, subject to any relevant immigration restrictions that may apply. Any such re-application will be considered through the normal application processes.

Inactive Withdrawal

Any student who chooses not to return after the expected date of return or the event date (as originally advised), the Institute will within 14 days after the event date report the student for cessation of studies

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PROCEDURE

Student initiated deferment of the commencement or suspension of study

Students apply for deferral of commencement of study or suspension of study using the appropriate "Leave of Absence " form that is obtained from and lodged with the Institute. Supporting documentation must accompany the application; (eg medical certificates from a registered general practitioner)

The Institute Manager or a delegate will consider the application, consulting the Trainer and/or Program Coordinator, if required and taking into account the student's Academic Progress.

The Institute shall notify the student in writing of its decision in relation to the application for deferral or suspension and shall annotate the student's record accordingly.

Overseas students:

If approved, the Institute will inform the deferral or suspension of overseas students to the Department of Education, Employment and Workplace Relations (DEEWR) via the Provider Registration and International Student Management System (PRISMS). This information will be transferred to the Department of Immigration and Citizenship (DIAC).

Students will be required to depart Australia if the deferral period is more than 28 days, unless permission can be obtained from Department of Immigration and Citizenship that they are unfit to travel.

As each student's situation is different please refer to the DIAC website or helpline (131 881) for information, and the local DIAC office for advice, on how the potential change to enrolment status may impact upon a student's visa.

Suspension and Cancellation initiated by the Institute

If the Institute initiates the suspension or cancellation of a student's enrolment the student will be notified of its intention in writing. The student will have 20 working days to access the internal complaints and appeals process – please refer to the Institute's "Academic and Non Academic Grievance Policy" (available from the Institute Website).

Overseas students:

If an overseas student does not access the internal appeals procedure, the Institute will report to the Department of Education, Employment and Workplace Relations (DEEWR) via Provider Registration and International Student Management System (PRISMS) the suspension or cancellation of a student's enrolment.

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This information will be transferred to the Department of Immigration and Citizenship (DIAC) and which may affect an overseas student’s visa. If the student does access the internal appeals procedures reporting will not take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

All decisions will be considered in line with DEEWR and Department of Immigration and Citizenship (DIAC) guidelines. As each student’s situation is different please refer to the DIAC website or helpline (131 881) for information, and the local DIAC office for advice, on how the potential change to enrolment status may impact upon a student’s visa.

Withdrawal

Students must inform the Institute in writing of their intention to discontinue their studies. Students are required to notify the Director of Studies or their Program Coordinator of their decision using the appropriate “Withdrawal form”.

Overseas students note:

Overseas student withdrawals will be reported to the Department of Education, Employment and Workplace Relations (DEEWR) that they are no longer enrolled with MEGT Institute and the student’s eCoE will be cancelled. Students are required to depart Australia within 28 days of cancellation unless a student has enrolled with another provider or obtained another visa.

Responsibility	Institute Manager
Policy endorsed by	Continuos Improvement Committee
Review date	November 2011
Policy complies with	NVR Standards and National Code 2007
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