

National Code Standard 13

Deferring, Suspending or Cancelling Student Enrolment Policy

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Student's Application for Deferral or Temporary Suspension

1. A student's enrolment may be deferred, suspended or cancelled at the instigation of the College or on application by the student.
2. A student may elect to have their enrolment deferred or cancelled if there are compassionate or compelling circumstances which merit such a deferral or cancellation. Such applications must be made in writing and addressed to the Chief Executive Officer or National Manager. Applications must be lodged with evidence sufficient to support the student's reason for the application. The College will endeavour to assess these applications within 10 working days of their receipt.

Grounds for Deferment or Suspension of Student Enrolment

3. A decision to defer, suspend or cancel a student's enrolment will be made by the Chief Executive Officer or National Manager.
4. The College will only approve the deferment of a student's commencement of study or suspend a student for the following reasons:
 - 4.1. there are compassionate or compelling circumstances (refer to the College's Policy on compassionate and compelling circumstances for factors which indicate that such circumstances exist in a particular case); or
 - 4.2. the student misbehaves (see discussion below about what constitutes student misbehaviour).

Student Misbehaviour

5. Student misbehaviour means behaviour by a student which is unlawful, unethical or is of such a nature which results in substantial disruption to fellow students or staff of the College.
6. Examples of behaviour which may constitute student misbehaviour and result in the suspension or cancellation of a student's enrolment include: plagiarism; discrimination; harassment; vilification or bullying.

Warning of Intention to Suspend or Cancel Student Enrolment

7. Where the suspension or notification is not at the request of the student, the National Manager will advise the student in writing of its intention to suspend or cancel the student's enrolment. The letter to the student will include advice that the student has 20 working days to make a complaint or appeal under the College's complaints and appeals policy.
8. If the student chooses to access the College's complaints and appeals policy, the College will maintain the student's enrolment until the College's internal complaints and appeals procedure is completed. The exception to this is where extenuating circumstances relating to the welfare of the student apply.

Record Keeping

9. The College will maintain documentary evidence of the reason supporting the College's decision to defer, suspend or cancel a student's enrolment. This record or a copy of it must be kept on the student's file.
10. If an application by a student to defer or suspend their enrolment is successful, the student and the College will enter into a formal agreement which sets out the terms of the deferral or suspension.

Reporting to Department of Education

11. Where a student's enrolment is deferred, suspended or cancelled, the College will:
 - 11.1. advise the student that this action may affect his or her student visa; and

11.2. notify the Secretary of Department of Education via PRISMS of the deferment, suspension or cancellation of the student's visa.

Related Policies

- Intervention strategy policy
- Course duration policy
- Complaints and appeals policy
- Compassionate and compelling circumstances policy
- Assessment policy
- Attendance policy
- Student Code of Conduct

Related Standards

- National Code Standard 6
- National Code Standard 10
- National Code Standard 11
- Standards for Registered Training Organisations 2015 – Standard 1 – Clause 1.7