

Cancellations, Deferments and Suspension Policy

Policy Statement

As per Standard 13 of the National Code, students are allowed to defer commencement of studies, take a leave of absence or temporarily suspend their studies during their course under extenuating, compassionate or compelling circumstances which are outside the control of the student. Deferment, leave of absence or temporary suspension should not exceed one study period. Such arrangements must be completed through formal agreements between Academies Australasia Polytechnic and the students. Students must be advised of the possible effects of such actions on their student visas.

There will be circumstances where Academies Australasia Polytechnic may also seek to cancel or suspend the student's enrolment.

Suspension of enrolment will not be included in attendance monitoring calculations.

Where a decision is made pursuant to any of the above actions, the student always has the right to appeal this decision using the appeals processes as outlined in the Institute's Complaints and Appeals Policy.

Scope

This Policy applies to all International Students studying On Shore holding a Student Visa as a student of Academies Australasia Polytechnic.

This Policy covers

- Deferment or Leave of Absence
- Withdrawal
- Institution initiated Suspension
- Cancellation

In addition, students undertaking Federation University Australia courses should refer to: http://policy.federation.edu.au/esos/policy_and_manual/ch02.php#Ch1504Se211058 .

For students studying Federation University Australia awards, where there are any policy conflicts, the statutes and policies of the Federation University Australia prevail over those of Academies Australasia Polytechnic.

Definitions

Deferral: A request by the student prior to the commencement of the study period to temporarily postpone study. (Student initiated).

Leave of Absence: A request by the student to temporarily postpone study after the commencement of the study period. (Student initiated).

Suspension: When the enrolment of a student in their course of study is suspended for a period of time, after which the student may recommence study. (Institute initiated)

Cancellation: COE is cancelled. Student must re-apply (as a new student or to be re-instated) if they wish to continue study.

Extenuating Circumstances exist if a student:

- Is Missing – cannot be contacted via known contact details
- Has Medical Concerns, severe depression or psychological issues which lead the Provider to fear for the student's well being
- Has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others.
- Is at risk of committing a criminal offence.

Compassionate or compelling Circumstances:

Professional judgement required to assess each case on its merits:

- Where a student does not receive their visa in time to arrive at Academies Australasia Polytechnic to commence study.
- Serious illness or injury – where a medicate certificate states the student was unable to attend classes.
- Bereavement of close family members such as parents or grandparents. Death certificates or comparable evidence, translated into English (if in a different language) by an accredited translator, should be provided.
- Major political upheaval or natural disaster in home country requiring emergency travel and this has impacted on the student's studies. Evidence of overseas travel to be provided.
- A traumatic experience i.e. involvement in or witness a serious crime or accident and this have impact on the student (police or psychologist's report to be provided).
- Where the Registered Provider was unable to offer a pre-requisite or mandatory unit.

- Other reasons may be considered but must have documentary evidence to support the claim.

Responsibilities:

The Head of Administration and Student Services is to ensure that the policy is implemented and staff and students are made aware of Policy and Procedure. Other responsibilities are as prescribed in the procedure document.

Dissemination

This policy will be disseminated by the Head of Student Services to all staff of Academies Australasia Polytechnic, through the department managers.

Students will be notified through the student manual and via email, of any changes to this Policy.

Related Documents

- a. Complaints and Appeals Policy
- b. Refund Policy
- c. University of Ballarat Deferment, Suspension or Cancellation of a Student's Enrolment (ESOS Specific) Policy
- d. Federation University Australia Complaints and Appeals Policy
- e. Federation University Australia Refund Policy