


<b>POLICY</b>		
Ref. to Legislative Frameworks: <b>HESF2015: Standard 1.3 / 2.3 / 7.2.2</b>  <b>National Code 2018: Standard 9</b>	<b>Deferment, Suspension or Cancellation of a Student's Enrolment</b>	
<b>Version: 7.1</b>	Policy Owner: Chief Executive Officer (CEO)	<b>Issued on: 27/12/2017</b> <b>Review by: 27/12/2020</b>

### Revision History

Current Version	Description of Change	Policy Developer(s)	Effective Date
7.1	Added reference to National Code 2018 Updated references to the recently updated policies and procedures	General Manager, Operations and Risk Management	27/12/2017

## PURPOSE

The policy outlines the principles that underpin Academies Australasia Polytechnic (AAPoly)'s approach to cancellation, deferment and suspension of students' enrolment.

It also defines the circumstances for the application of deferment, suspension, leave from studies or cancellation of enrolment when instigated by either student or AAPoly.

## POLICY STATEMENT

AAPoly is committed to complying with the National Code and resolving cancellation, deferment and suspension matters expeditiously.

## SCOPE

This policy applies to all International Students studying onshore holding a Student Visa due to their enrolment into AAPoly programs.

In addition, students undertaking Federation University courses should refer to: [http://policy.federation.edu.au/student\\_services\\_and\\_administration/enrolment/standard\\_13/ch01.php](http://policy.federation.edu.au/student_services_and_administration/enrolment/standard_13/ch01.php) . For students enrolled in Federation University courses, where there are any policy conflicts, the statutes and policies of Federation University prevail over those of AAPoly.

## DEFINITIONS

**Deferment** - A request by the student prior to the commencement of the study period to temporarily postpone study.

**Leave from Studies** - A request by the student to temporarily postpone study after the commencement of the study period.

**Suspension** - When the enrolment of a student in their course of study is suspended by AAPoly for a period of time, after which the student may recommence study.

**Cancellation** - Confirmation of Enrolment (CoE) is cancelled. Student must re-apply (as a new student or to be re-instated) if they wish to continue study.

## POLICY

1. Standard 9 of the National Code allows students, where compassionate or compelling circumstances exist, to defer commencement of studies, take a leave from studies or temporarily suspend their studies during their program. This must be completed through a formal agreement with their registered provider.
2. Students must be advised that deferring, taking leave from studies or temporarily suspending their studies during their program may affect their student visa.

3. AAPoly, as a Registered Provider, may also seek to cancel or suspend the student's enrolment for disciplinary reasons.

**4. 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 AAPoly to fear for the student's well being
- has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
- is at risk of committing a criminal offence.

**5. Compassionate or Compelling circumstances:**

Professional judgment is required to assess each case on its merits:

- Where a student does not receive their visa in time to arrive at AAPoly to commence study.
- Serious illness or injury – for which a medical certificate states the student was unable to attend classes.
- Bereavement of close family members such as parents or grandparents – in which 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 which has impacted on the student's studies - evidence of overseas travel to be provided.
- A traumatic experience i.e. involvement in or witnessed a serious crime or accident which has impact on the student (police or psychologist's report to be provided).
- Where AAPoly was unable to offer a pre-requisite or mandatory unit.
- Other reasons which may be considered but must have documentary evidence to support the claim.

**Important Note:** Deferring for a semester to go home to be married is not normally considered to be a compassionate or compelling circumstance which is beyond the control of the student. It is recommended that students plan weddings during the semester breaks. Students should speak to their Program Coordinator before making wedding arrangements.

6. **Misbehaviour or undesired behaviour** - Behaviour that is unacceptable for an educational setting. This could include:

- Physical violence (or risk of physical violence) towards other students or staff.
- Criminal activity
- Unsolicited attention towards another student or member of staff.

## **RESPONSIBILITIES**

- Designated Head - Student Services (DH-SS) is responsible for:
  - the development, implementation and review of this policy and the associated procedure
  - the dissemination of this policy and the associated procedure to the Heads of Academic departments and the students.
- Student Services team is responsible for understanding the details of and the implementation of this policy and the associated procedure.
- Department Heads of VET and Higher Education are responsible for understanding the provision of this policy and the associated procedure for the best interest of the students enrolled in their respective programs.
- Faculty Head, Federation University Program is responsible for understanding this policy and the procedure to provide appropriate guidance to students.
- Marketing team is responsible for understanding this policy and the associated procedure in order to ensure accurate information is provided to prospective students before their enrolment is confirmed.

## **FEEDBACK**

Queries or comments about this policy should be emailed to the DH-SS through [studentadmin@aapoly.edu.au](mailto:studentadmin@aapoly.edu.au). The DH-SS will respond to the enquiry or feedback in writing within two (2) weeks after the receipt of the email, unless an urgent or immediate response is required. The queries or comments will be recorded in the Continuous Improvement Register and form a part of policy and procedure review for quality assurance.

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## References

Source	Document Title	Version/Date
Internal	AAPoly Academic Credit and RPL Policy and Procedure	v. 4.5/23022018
	AAPoly Deferment Suspension Cancellation of Enrolment Procedure	v. 7.1 27122017
	AAPoly Complaints and Appeals Policy and Procedure	v. 4.4 21042018
	AAPoly Student Enrolment Policy	v. 3.2 27122017
	AAPoly Refund of Fees Policy	v. 8.3 27122017
	AAPoly Fee Payment and Refund Procedure	v. 10.2 27122017
	AAPoly Marketing Information and Practices Procedure	v. 2.4 11122017
	AAPoly Student at Risk and Academic Support Policy and Procedure	v. 4.3 06042018
	AAPoly Student Selection and Admission Policy and Procedure	v. 2.2 11122017
	AAPoly Transfer of International Students Between Registered Providers Policy and Procedure	v. 6.2 23122017
External	Department of Immigration and Border Protection website	<a href="http://www.border.gov.au">www.border.gov.au</a> accessed 22 February 2016
	Higher Education Standards Framework	2015
	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students	2018