

## PP16 DEFERRING, SUSPENDING OR CANCELLING A STUDENT'S ENROLMENT POLICY AND PROCEDURE

### PURPOSE

This policy and procedure outlines the process for a student to defer, suspend or cancel their enrolment and the conditions under which this can be implemented and also the conditions under which SCEI may suspend or cancel a student's enrolment.

### SCOPE

This policy applies to all staff of Southern Cross Education Institute (SCEI) who are involved in the process of Deferral, Suspension and Cancellation of Student's enrolment and all the students of the SCEI.

### DEFINITIONS

Cancellation	A permanent interruption to a student's study program and can be either initiated by either SCEI or student.
eCoE	Electronic Confirmation of Enrolment
Deferral	The postponement of commencement date of the course and is initiated by the student
DIBP	Department of Immigration and Border Protection
ESOS	Educational Services for Overseas Students
International Student	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations.
National Code	National Code of Practice for Registration Authorities and Providers of Education & Training to Overseas Students 2007
PRISMS	The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of DEST by registered providers
SCEI	Southern Cross Education Institute
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
Suspension	A temporary interruption to the study program of the student, and can be initiated by either SCEI or student

### POLICY

1. This policy and procedure supports 'Standard 13 – Deferring, suspending or cancelling the student's enrolment' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007'
2. International Students are able to initiate deferral, suspension or cancellation of their studies during their stay in Australia only in certain limited circumstances as described below.
3. Students may also have their enrolment suspended due to misbehaviour which can also be grounds for cancellation of studies.
4. Students have the right to appeal a decision by the SCEI to defer, suspend or cancel their studies and the SCEI will not notify DIBP of a change to the enrolment status until the internal complaints and appeals process is completed.

### PROCEDURE

The following procedures will ensure SCEI follows the required process when a student wishes to defer, suspend, or cancel their enrolment with SCEI.

#### 1. Student Initiated Deferral of Enrolment

- 1.1. A student wishing to defer an enrolment must do so prior to the commencement of the course.
- 1.2. Students who would like to defer their studies must first speak to a staff member in Student Administration to gain an FOR06 Application to Defer, Suspend or Cancel Enrolment form and to ensure they understand the reasons that deferral may be granted.

- 1.3. Students must complete a FOR06 Application to Defer, Suspend or Cancel Enrolment form and submit to the Student Administration Department.
- 1.4. All FOR06 Application to Defer, Suspend or Cancel Enrolment form documentation will be kept in the Student Administration File and in the student file of the Student Management System.
- 1.5. For an international student the Department of Immigration and Border Protection (DIBP) will be notified via PRISMS of the decision to defer the enrolment as a result of the student's request.
- 1.6. The student will be informed in writing by the Administration Manager once the deferment has been approved.
- 1.7. Students may defer their studies for a maximum period of six months.
- 1.8. Once the student re-enrols, after the period of deferment, a new training plan will developed and signed and dated by both the student and a staff member.
- 1.9. If there is a change in the training package the student is enrolled into and/or the student returns in the new calendar year, the student must complete the enrolment process again with a new training plan.

## **2. Student Initiated Suspension of Enrolment**

- 2.1. SCEI is only able to temporarily suspend the enrolment of a student on the grounds of compassionate or compelling circumstances. These circumstances could include but are not limited to:
  - 2.1.1. Serious illness or injury, where a medical certificate states that the student was / is unable to attend classes;
  - 2.1.2. Bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
  - 2.1.3. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
  - 2.1.4. A traumatic experience which could include:
    - 2.1.4.1. involvement in, or the witnessing of a serious accident; or
    - 2.1.4.2. witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
  - 2.1.5. Where SCEI is unable to offer a pre-requisite unit
  - 2.1.6. Inability to begin studying on the course commencement date due to delay in receiving a student visa.
- 2.2. Students who feel the need to suspend the course will be encouraged to speak to the Welfare Coordinator and/or Training or Campus Manager.
- 2.3. Students will be required to complete a FOR06 Application to Defer, Suspend or Cancel Enrolment form with evidence of the compassionate or compelling circumstances and submit to the Student Administration Department.
- 2.4. Where a suspension of enrolment is granted, SCEI will suspend an enrolment for an agreed period of time - to a maximum of three (3) months. If the suspension is required for longer than three (3) months the student shall have to re-apply for enrolment once the initial suspension period has expired and a new training plan will be created.
- 2.5. If an international student's enrolment is suspended for a period of 28 days or longer, the student must return home (unless special circumstances exist), this is in accordance with DIBP.
- 2.6. Students are to be informed in writing of the outcome of their FOR06 Application to Defer, Suspend or Cancel Enrolment form and for international students, the intention to inform DIBP of the suspension.
- 2.7. All FOR06 Application to Defer, Suspend or Cancel Enrolment form documentation for the suspension will be kept in the Student Administration File and in the student file of the Student Management System.
- 2.8. For international students, DIBP shall be notified via PRISMS of the decision to suspend the enrolment as a result of the student's request.
- 2.9. If a student does not return after the six (6) month period, the enrolment will be cancelled by the Administration Department and for international students they will be notified of SCEI's intention to notify DIBP via PRISMS.

## **3. Student Initiated Cancellation of Enrolment**

- 3.1. Students wishing to cancel their enrolment must complete an FOR06 Application to Defer, Suspend or Cancel Enrolment form and submit to the Student Administrations Department.
- 3.2. International students wishing to cancel their enrolment prior to completing six (6) months of study in their principal course must provide a Letter of Offer from an alternative education provider. This is required under Standard 7 of the National Code and further information can be gained from PP10 Transfer of students between provider's policy and procedure.
- 3.3. All FOR06 Application to Defer, Suspend or Cancel Enrolment form documentation for the cancellation of enrolment will be kept in the Student Administration File and in the student file of the Student Management System

- 3.4. SCEI will notify DIBP via PRISMS of the decision to cancel the enrolment as a result of the international student's request.
- 3.5. If the student decides to return to SCEI and continue studying the course, the student must complete the enrolment process again and meet all entry requirements.

#### **4. Provider initiated Deferral of Enrolment**

- 4.1. SCEI may defer an enrolment where the course is not being offered at the proposed date, site, or any other reason SCEI deems necessary to cancel the course.

#### **5. Provider initiated Suspension of Enrolment**

- 5.1. SCEI has the ability to suspend a student's enrolment on the grounds of misbehaviour. This misbehaviour may include but is not limited to acts of discrimination, sexual harassment, and vilification or bullying as well as acts of cheating or plagiarism. Such acts of misbehaviour will be classified into one of two categories; Academic or Behavioural Misconduct.
- 5.2. Where a student has been identified of Academic or General Misconduct the Campus or Training Manager shall be informed by and enact the PP96 Academic Misconduct Policy and Procedure or PP99 Student Misconduct Policy and Procedure to arrive at a decision.
- 5.3. Students are able to access the PP11 Complaints and Appeals Policy and Procedure if they feel that the decision is unfair or they have other grounds to appeal the decision.
- 5.4. If an international student's enrolment is suspended for a period of 28 days or longer, the student must return home (unless special circumstances exist), this is in accordance with DIBP.
- 5.5. Where the severity of misconduct is severe, the Campus or Training Manager may decide to cancel the enrolment.
- 5.6. For information about what constitutes Academic and Behavioural Misconduct, consequences and penalties of misconduct, refer to PP96 Academic Misconduct Policy and Procedure, PP99 Student Misconduct Policy and Procedure and PP79 Student Rules Policy.

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#### **6. Provider initiated Cancellation of Enrolment**

- 6.1. In some cases where the student's misconduct is severe, SCEI has the right to cancel the enrolment.
- 6.2. Where the Campus or Training Manager has decided the misconduct is severe enough for cancellation the following must occur:
  - 6.2.1. The student must be informed in person (where possible), and in writing of the decision of SCEI to cancel the student's enrolment
  - 6.2.2. They must be informed of the fact that they have the right to appeal the decision by accessing the PP11 Complaints and Appeals Policy and Procedure and completing this appeal within 20 working days of the notification
  - 6.2.3. International students must also be informed that SCEI is obliged to inform DIBP via PRISMS after the 20 working day period and that they may be at risk of having their Visa cancelled.

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#### **7. Recording and Reporting Deferrals, Suspension or Cancellation of an Enrolment**

- 7.1. All FOR06 Application to Defer, Suspend or Cancel Enrolment form and outcomes are to be kept in the Student's Administration File and on the Student Management System.
- 7.2. All reports of misconduct, decisions and actions taken in relation to misconduct, and other related documentation must be kept in the Student's Administration File and on the Student Management System.
- 7.3. Any decisions to initiate deferral, suspension or cancellation of an international student's enrolment must be reported to DIBP via PRISMS and recorded in the student's file in the Student Management System
- 7.4. Students are to be kept informed of any decisions or outcomes that relate to a deferment, suspension, or cancellation of enrolments.
- 7.5. All students are to be given the opportunity to access the PP11 Complaints and Appeals Policy and Procedure.
- 7.6. Students have 20 working days to lodge a Complaint or an Appeal before any action of their enrolment status is finalised.
- 7.7. Where an international student decides to access the PP11 Complaints and Appeals Policy and Procedure within 20 working days of notification, SCEI must wait until the process has finished before going ahead with the reporting of the student's enrolment changes via PRISMS.

#### RELATED DOCUMENTS

FOR06 Application to Defer, Suspend or Cancel Enrolment form  
PP10 Transfer of students between provider's policy and procedure  
PP11 Complaints and Appeals Policy and Procedure  
PP79 Student Rules Policy  
PP96 Academic Misconduct Policy and Procedure  
PP99 Student Misconduct Policy and Procedure

#### LEGISLATIVE CONTEXT

Education Services for Overseas Students Act 2000 (ESOS Act)  
Education Services for Overseas Students Regulations 2001  
National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007:  
Standard 13

#### RESPONSIBILITIES

The Administration Manager is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implements its requirements

Business Development Manager (International) is responsible for ensuring that PRISMS are notified of any deferment, suspension or cancellation for international students

Student Welfare Officer is responsible for meeting with students requesting to or where SCEI has initiated a deferment, suspension or cancellation to ensure the student is fully aware of the process and implications

Compliance Department is responsible for ensuring this policy and procedure is adhered to and review its implementation.

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