



International Student Deferral, Suspension or Cancellation of Enrolment Policy

1. Purpose

The purpose of this policy is to ensure Sunraysia Institute of TAFE assesses a student’s eligibility for deferral, leave of absence, suspension or cancellation of enrolment in a manner that complies with the requirements of current legislation.

2. Scope

This policy applies to all international students at the Institute and holders of CoEs for study at the Institute.

3. Definitions

Acronym/Term	Definition
Cancellation	Termination of the student’s enrolment. The student CoE status will be listed as ‘cancelled’.
CoE	Confirmation of Enrolment electronically generated through PRISMS.
Compassionate or compelling circumstances	<p>Are generally those beyond the control of the student and which have an impact upon the student’s course progress or student wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • serious illness or injury, where a medical certificate states that the student was unable to attend classes; • bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided); • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies; or • a traumatic experience which could include: <ul style="list-style-type: none"> ▪ involvement in, or witnessing of a serious accident; or ▪ 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) • where the registered provider was unable to offer a pre-requisite unit; or • Inability to begin studying on the course commencement date due to delay in receiving a student visa. <p>Refer to the Guidelines for Compassionate and Compelling Circumstances Assessment document.</p>
DE	Department of Education(Federal)
Deferral / Deferment	A request by the student prior to the commencement of the studies to temporarily postpone their start date (Student initiated).

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DHA	Department of Home Affairs (Federal)
Extenuating Circumstances	Where a student is: <ul style="list-style-type: none">• missing• has medical concerns• 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
International Student	A person holding an Australian Student Visa and is defined as an 'Overseas Student' in the ESOS Act.
Leave of Absence	A request by the student to temporarily intermit study after the commencement of their course (Student initiated). Treated as a suspension of studies in PRISMS.
PRISMS	Provider Registration and International Student Management System which is a computer system developed by DE in association with DHA for the purpose of receiving and storing information about accepted overseas students for the purposes of complying with the Education Services for Overseas Students Act.
Suspension	When the enrolment of a student in a course is suspended for a period of time, after which the student may recommence study. A student-initiated suspension is also known as a leave of absence.

4. Policy

4.1. There are two categories covered under this policy:

- 4.1.1. Student requests for deferral of studies, leave of absence, suspension of studies or cancellation of their enrolment (withdrawal).
- 4.1.2. Institute initiated deferral or suspension of studies or cancellation of a student's enrolment.

4.2. All students will be notified in writing that, regardless of the reasons for notifying DE, the Deferment of Studies, Leave of Absence, Suspension or Cancellation of Enrolment may affect the student's visa.

4.3. Deferral of Studies

- 4.3.1. A student is able to defer or temporarily delay their studies before course commencement. This process can also be initiated by the Institute. A deferment becomes official once recorded in PRISMS and a new start date is listed on the CoE.
- 4.3.2. Any international student wanting to defer their studies must notify the Institute before their course commencement date.
- 4.3.3. Approval for deferment will only be granted in accordance with compassionate or compelling circumstances (as defined).
- 4.3.4. Where a student wishes to take a break from their studies without demonstrating compassionate or compelling circumstances (as defined), the student must withdraw and re-apply when they are ready to return to study.

4.4. Suspension of Studies

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- 4.4.1. Either the Institute or the student is able to suspend or temporarily postpone a student's enrolment. A suspension of studies becomes official once recorded in PRISMS.

4.5. Suspension of Studies initiated by the student

- 4.5.1. Any student wanting to suspend their studies shall be made aware that students are only able to take leave of absence and suspend their studies due to compassionate or compelling circumstances beyond the control of the student.
- 4.5.2. All International students must submit appropriate documentation prior to taking leave from studies in compliance with student visa conditions.
- 4.5.3. Students are advised to access information through the Department of Home Affairs (DHA) for advice on seeking leave and any potential impact on the student visa.
- 4.5.4. A leave of absence can only be considered for compassionate or compelling circumstances. Where the approved leave will impact the student's ability to complete their course within the required duration, a new CoE will be required and may impact the student's visa.
- 4.5.5. Weddings, cultural and religious activities are not acceptable reasons for suspension of studies.
- 4.5.6. Any suspension of studies resulting in a leave of absence is to be strictly in keeping with the reason for it.

4.6. Suspension of Studies initiated by Sunraysia Institute of TAFE

- 4.6.1. The Institute has the right to suspend a student's enrolment on the following grounds:
- 4.6.1.1. Compassionate or compelling circumstances supported by evidence;
- 4.6.1.2. Disciplinary reasons where a student breaches the Institute's Student Code of Conduct Policy resulting in suspension of the student's enrolment;
- 4.6.2. Students are directed to the Student Code of Conduct Policy during Pre-Enrolment and Orientation.

4.7. Cancellation of Enrolment

- 4.7.1. Cancelling an international student enrolment means the student is no longer a student of the Institute. The cancellation becomes official once the student's CoEs in PRISMS have been cancelled and they no longer hold a valid CoE for studies at the Institute.
- 4.7.2. Cancellation of an international student enrolment where the student is transfer restricted does not automatically grant a release. Transfer restricted students must apply for a release separately.

4.8. Cancellation of Enrolment initiated by the student

- 4.8.1. Cancellation of studies will not be permitted unless all documentary evidence is sighted.

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- 4.8.2. The International Student Fees Payment and Refund Policy will apply during any cancellation process initiated by the student.
- 4.8.3. Cancellation for non-commencement of studies occurs when a student may be deemed by a lack of action on their part to have notified the Institute they will not be commencing or continuing with their planned studies. Circumstances where the Institute may make this determination include:
 - 4.8.3.1. where the student does not commence studies in a course when they are due to commence and they have not notified the Institute in writing;
 - 4.8.3.2. where a student requested a deferment, suspension or leave of absence but it was not approved and the student took an unapproved break from studies;
 - 4.8.3.3. where the student has not completed their course and does not return to studies after an approved holiday break, deferment, suspension or leave of absence.
- 4.8.4. Cancellation of enrolment when a student transfers to another provider occurs when a student moves to another education provider in accordance with the International Student Transfer Policy.

4.9. Cancellation initiated by Sunraysia Institute of TAFE

The Institute has the right to cancel a student's enrolment for the following reasons:

- 4.9.1. Disciplinary reasons: The Student breaches the Institute Student Code of Conduct Policy leading to disciplinary action.
- 4.9.2. Non-Compliance with visa conditions: The student displays unsatisfactory course progress or unsatisfactory attendance resulting in non-compliance with student visa conditions.
- 4.9.3. No longer holding a student visa: Evidence of a change in visa type or status results in the student being eligible to enrol as a domestic student or no longer having study rights in Australia.
- 4.9.4. Non-payment of fees: The student defaults in paying their tuition fees as per the signed International Offer and Acceptance Agreement.
- 4.9.5. Student is deceased.
- 4.9.6. Under-enrolment: If a student is deliberately under-enrolling (taking less than a normal load without good reason) despite advice from the Institute.
- 4.9.7. Non-delivery of a course: The Institute is unable to deliver the registered course, in whole or in part, to the student at the time for any reason. In such a case, the International Student Fees Payment and Refund Policy treatment of Institute defaults will apply.

4.10. Student Appeals

- 4.10.1. An international student has 20 working days to access the Institute's complaints and appeals process (Complaints & Appeals Policy and Complaints and Appeals Procedure – Students & Community) once they have been notified of the intention to report the suspension or cancellation for:
 - 4.10.1.1. Disciplinary reasons

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4.10.1.2. Non-compliance with visa conditions

4.10.1.3. Non-payment of fees

4.10.2. If the student accesses the complaints and appeals process, the suspension of studies or cancellation of the student's enrolment shall not take effect until the internal process is completed, unless extenuating circumstances (supported by documentary evidence) relating to the welfare of the student apply.

4.10.3. If the student chooses to access the external appeals process, the Institute will not await the outcome before cancelling CoEs in PRISMS unless it is for unsatisfactory course progress or attendance, in which case the external appeal process must be completed before any cancellation occurs in PRISMS.

5. Legislative Context

- Education Services for Overseas Students (ESOS) Act 2000 (Cth)
- Education Services for Overseas Students (ESOS) Regulations 2019 (Cth)
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code)

6. Associated documents

6.1. Associated Policies

- Complaints and Appeals Policy
- International Student Completion within Expected Duration of Study Policy
- International Student Transfer Policy
- International Students Fees Payment and Refund Policy
- Student Code of Conduct Policy

6.2. Associated Procedures

- Complaints and Appeals Procedure – Students and Community
- Guidelines for Assessing Compassionate or Compelling Circumstances
- International Student Deferral, Suspension or Cancellation of Enrolment SOP
- International Student Fee Payment and Refund Procedure
- International Student Leave of Absence Procedure

6.3. Associated Forms

- Nil

6.4. Other associated documents

- Confirmation of Enrolment
- Decision Record

7. Responsibility

The General Manager Education Delivery is responsible for ensuring compliance with this policy, and its associated procedures and systems.

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8. Review Frequency

This policy is to be reviewed every three (3) years, and remains in force as amended from time to time, until rescinded.

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