Title | STUDENT DEFERRAL, SUSPENSION AND CANCELLATION OF ENROLMENT POLICY
---|---
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Date of Amendments | See below
Review Status | Annual
Information and Contact | Chair, Management Committee
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1 General

1.1 “Registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances” – Standard 13 of National Code of Practice 2007.

1.2 SCBIT, following Standard 13 of the Code of Practice 2007, exercises its right to grant deferral of commencement of studies or leave of absence for students who request such a change to their enrolment status on the grounds of compassionate or compelling circumstances.

1.3 Following Section 19 of the ESOS Act, SCBIT informs the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) through PRISMS (Provider Registration and International Student Management Systems) with regard to deferral, suspension, cancellation of enrolment, cessation of studies and leave of absence.

1.4 Deferral. SCBIT allows students to defer (delay, postpone) the commencement of their course, on the grounds of compassionate or compelling grounds (which are defined in section 2). A student applies to the Campus Director for deferral.

1.5 Suspension. SCBIT, following Standard 13 will temporarily suspend the enrolment of students due to the misbehaviour of the students. In such a case, the student has full access to SCBIT’s appeals process.

1.6 Cancellation of enrolment. Cancellation takes place for more serious offences. Also, cancellation of enrolment is done by the College when a student has failed to enrol in classes at the beginning of each term (cessation of studies). This is described more fully in the Enrolment Policy, Policy 7.3.

1.7 Leave of absence. Students are expected to complete their studies without interruption. However, for compassionate or compelling circumstances students may apply to temporarily suspend their studies. This is covered in 7.6 Leave of Absence Policy.
2 Deferral

2.1 Students wishing to delay or postpone the commencement of their course, for compelling or compassionate reasons, may apply for deferral.

2.2 Students are able to defer their studies upon written approval from the Student Service Manager.

2.3 Application for Deferral is done on “7.4.1 Application for Withdrawal: Leave of Absence: Deferment.” This form is available from the SCBIT website and also the main office.

2.4 Compassionate or compelling grounds for deferral include the following (although this is not an exhaustive list):

(i) Serious illness or injury, where a medical certificate states that the student was unable to attend classes;

(ii) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);

(iii) Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student’s studies;

(iv) Traumatic experience which has impacted on the student (requiring police or psychologist report). This could include;

(iv) a involvement in, or witnessing of a serious accident;

(iv) b Witnessing or being the victim of a serious crime;

(v) Inability to begin studying the course commencement dated due to delay in receiving a student visa;

2.5 Extenuating circumstances, relating to the welfare of the student, may include but are not limited to the following:

(i) The student may have medical concerns such as severe depression or psychological issues which lead SCBIT to fear for his/her wellbeing;

(ii) The student is engaged or threatens to engage in behaviour which may endanger the student or others;

(iii) The student is at risk of committing a criminal offence;
2.6 The student is called to a meeting with the Student Service Manager and must furnish evidence for Deferral. If the student is overseas, the Student Service Manager will make efforts to contact and discuss by email.

2.7 The Student Service Manager will give approval or refusal in written form within 5 working days, based on the policy and with reference to standard 13 of the National Code. The letter for approval is a form letter (7.5.2 Letter of Approval for Deferral).

2.8 There are form letters for informing the student:
7.5.2 Letter of Approval for deferral.
7.5.3 Letter to Refuse deferral

3 **Suspension of enrolment by SCBIT**

3.1 SCBIT may suspend a student’s enrolment for the following reasons;

a) For compassionate or compelling reasons, such as medical reasons, where a medical certificate states that the student is unable to attend classes.

b) If SCBIT deems the student’s behaviour is unacceptable for an educational setting. Standards of behaviour (acceptable and unacceptable) are outlined in the students’ handbook, explained at orientation and available on the website. See Policy 1.11 Student Code of Behaviour.

3.2 SCBIT must notify PRISMS (under Section 19 of ESOS Act) when student’s enrolment is temporarily suspended or cancelled.

3.3 The student will always be told that that suspension or cancellation of enrolment may affect his/her student visa.
3.4 Where the student has not initiated the suspension, he/she will be informed that they have 20 days to access college’s internal complaints and appeals process. This means they must start the appeal, which may take longer than the 20 days. While the appeal is taking place, the student’s enrolment will be maintained.

3.5 In the case of the appeal going to an outside body (external appeal process, as part of SCBIT’s “Student complaints grievances and appeal policy-7.2), SCBIT can notify DEEWR of the change to the student’s enrolment status.

4 Cancellation of enrolment

4.1 Where a student has been found guilty of extremely inappropriate behaviour, as described in Section 3 (3.1), their enrolment may be cancelled.

4.2 He/she will be informed that they have 20 days to access college’s internal complaints and appeals process. This means they must start the appeal, which may take longer than the 20 days.

4.3 Once the appeal has been finalised (including the appeal going to an outside body) SCBIT will notify PRISMS.

4.4 During the enrolment process, if a student is not enrolled by the end of Week One, their enrolment and Confirmation of enrolment will be cancelled (See Enrolment Policy 7.3)

4.5 Students who fail to re-enrol in a study period when enrolment closes will be deemed to have abandoned their course and to have notified the College of their cessation of studies and will be reported on PRISMS within 14 days of the course start date.
5 PRISMS Notification

5.1 For deferral, and leave of absence PRISMS will be notified within 14 days after approval has been granted and student notified.

By whom
Student Service Manager

5.2 In cases of suspension or cancellation of enrolment, which have been initiated by the College, College will notify the student of its intention and allow the student 20 working days to access the complaints and appeals process.

By whom
Student Service Manager

6 Documentation

6.1 SCBIT will document all cases with as much information as is possible – keeping information in student files.

By whom
Student Service Manager

6.2 Records of interviews and meetings will be kept in the College database (eBECAS) and a copy to be kept in the student’s folder.

By whom
Student Service Staff
Procedures attached

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<thead>
<tr>
<th>ID</th>
<th>Procedure Name</th>
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Documents attached

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<tr>
<td>7.4.1</td>
<td>Application for Withdrawal: Leave of Absence: Deferment</td>
<td></td>
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<tr>
<td>7.5.1</td>
<td>Intention to suspend enrolment</td>
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<td>7.5.2</td>
<td>Letter of Approval for deferral.</td>
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<td>7.5.3</td>
<td>Letter to Refuse deferral</td>
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Context

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<tr>
<th>This policy meets the requirements of:</th>
<th>Section</th>
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<tbody>
<tr>
<td>VET Quality Framework. Standards for NVR Registered Training Organisations</td>
<td>SNR(s) 16.1, 16.2, 16.3, 16.5, 16.7</td>
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<tr>
<td>National Code of Practice (2007)</td>
<td>Standard (s) 13 Deferring, Suspending or Cancelling the Student’s Enrolment</td>
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<td>Other relevant legislation</td>
<td>Section 19 of the ESOS Act</td>
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SYDNEY COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY
ABN 87 102 234 257     CRICOS Provider Code 02635D     RTO Code 91116     2013 version 2.4
### Revision history

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<th>Date</th>
<th>Description of modifications</th>
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<tr>
<td>1</td>
<td>18 May 2009</td>
<td>Renumbered. Spacing.</td>
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<tr>
<td>2</td>
<td>26 March 2010</td>
<td>Divided into five sections. Introduction extended to define suspension and cancellation. “Documents to be updated” added</td>
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<tr>
<td>3</td>
<td>20 April 2010</td>
<td>4.2 added.</td>
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<tr>
<td>4</td>
<td>30 Sept 2010</td>
<td>Letter of Approval for deferral added. 2.4 and 2.5 added (VETAB audit)</td>
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<tr>
<td>5</td>
<td>5 Jan 2011</td>
<td>Rewriting of all sections, following review called upon by ESOS Compliance Unit, International Quality Branch</td>
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<td>6</td>
<td>5 August 2011</td>
<td>VET Quality Framework. Standards for NVR Registered Training Organisations</td>
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<td>7</td>
<td>15 Feb 2013</td>
<td>Remove reference to Quay Street</td>
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### Documents to be updated after amendments

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<th>ID of document</th>
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<tr>
<td>7.5</td>
<td>Deferral Policy</td>
<td>College Website, Academic Portal, VET Academic (Q) drive, QA Compliance (S) drive</td>
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<td>College brochure</td>
<td>Key Policies and Procedures</td>
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<td>Student Handbook</td>
<td>VET Academic (Q) drive; VET Section 12 Handbooks</td>
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