



Inbound International Students Deferment, Suspension or Cancellation of Enrolment Procedure

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POLSA29 Inbound International Students Deferment, Suspension or Cancellation of Enrolment Procedure.

The procedure for Inbound International Students Deferment, Suspension or Cancellation of Enrolment consists of seven (7) components:

1. [Deferral prior to commencement of course](#)
2. [Leave of Absence during the enrolment period](#)
3. [Suspension or Cancellation of Enrolment for Non-payment of Fees](#)
4. [Suspension or Cancellation of Enrolment for Misconduct](#)
5. [Appeals against a Penalty for Non-payment of Fees](#)
6. [Appeals against a Penalty for Misconduct](#)
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1. Deferrals prior to commencement of course

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International Student	Submits a request for a deferral to the International Student Services office.
International Student Services staff	Assess the request against the following requirements: <ul style="list-style-type: none">• Under Standard 13 of the National Code 2007 the Institute may defer the date on which students commence their studies at the Institute. If the student has been granted a visa on an electronic confirmation of enrolment (the status of the eCoE is 'Visa Granted'), the Institute may enter a deferral of commencement of enrolment through PRISMS. If the period of deferral is short and will not affect the end date of the eCoE, the deferral will be recorded on PRISMS as a period of deferral.

- However, if the period of deferment is so long that it will affect the end date of the eCoE, the effect of the deferment will be for the Institute to cancel the student's eCoE. PRISMS will then offer the provider the option to create a new eCoE for the student with revised start and end dates. The deferment will be recorded in PRISMS.

Makes a recommendation on the deferral to the Centre Manager International Student Services

Centre Manager International Student Services

Makes a decision on the granting of the deferral prior to any action being taken to defer the enrolment.

2. Leave of Absence during the enrolment period

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International Student

Students who wish to defer their studies (that is take Leave of Absence) during the enrolment period must complete a *Request for Leave of Absence* form detailing the reasons for the request.

Students should note the following:

- Leave of absence from studies by international students is permitted only in compassionate or compelling circumstances for a maximum period of one semester (or six months).
- Students are required to provide evidence of the compassionate or compelling circumstances and these must be documented on the student's file. Appropriate evidence includes but is not limited to a medical certificate, police report or psychologist report.
- A leave of absence of 28 calendar days or less does not necessitate the student leaving Australia.
- Any leave of absence of more than 28 calendar days requires the student to return home for the period of the deferment or suspension unless special circumstances exist, for example the student is unfit to travel. In these circumstances students must be referred to DIAC who will decide whether the student may stay in Australia.

- If the leave of absence is for more than six months the student's visa will be cancelled and the student will need to apply for a new visa.

International Student Services staff

Assess the request against the requirements above and make a recommendation on the leave of absence to the Centre Manager International Student Services.

Document evidence of the compassionate or compelling circumstances and these must be documented on the student's file

Centre Manager International Student Services

Makes a decision on the granting of the leave of absence prior to further action being taken.

International Student Services staff

Liaise with the relevant teaching centre staff to identify the impact of the leave of absence on the student's study plan and the potential impact this will have on their ability to complete the course within the duration of the course as registered on CRICOS.

Advise the student where the deferral may impact on their student visa and that they should contact DIAC for advice.

Place evidence of this advice on the student's file.

Record the deferral in PRISMS.

International Students

Students are required to keep the Institute informed of their intentions to continue their studies and must confirm in writing their intention to return to studies at least 6 weeks before the commencement of the semester.

Where a leave of absence has been granted on medical grounds, students are required to provide a clearance to return to studies in the form of a medical practitioner's statement/certificate.

The return to study will be subject to the consideration of the medical report, DIAC approval and confirmation from the teaching centre.

3. Suspension or Cancellation as a Penalty for Non Payment of Fees

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International Students

Students must pay tuition fees for the amount invoiced and by the date specified on the invoice which will be mailed to the student. In

exceptional circumstances the Institute may grant an extension for payment. Requests for an extension are to be made to Centre Manager International Student Services or their delegate a minimum of 1 week before the due date.

The Institute may suspend or cancel the student's enrolment due to the non-payment of fees. Awards, transcripts or results will not be issued to students who have outstanding fees.

The tuition course fees for the Institute are due on 15 January and 15 June of each year.

A late payment penalty may apply.

International Student Services staff

Where payment is late:

- forward a reminder to the international student requesting payment within 7 calendar days from the date of the Reminder Letter.
- a second reminder letter will be sent 7 calendar days from the initial reminder letter and will contain information regarding the consequences of non-payment which may result in suspension or cancellation of enrolment.

If the student fails to pay the fees and an extension has not been granted:

- notify the student of its intent to cancel the student's enrolment and advise the student that they have 20 working days in which to access the Institute's appeals process. Students may be suspended from classes in this period.
- advise the Office of the Registrar and relevant Teaching Centres of any students who are not eligible for awards, transcripts or results and Teaching Centres of students who may be suspended from class pending any appeal.

4. Suspension or Cancellation as a Penalty for Misconduct [Back to Top](#)

The Institute's expectations of student conduct are articulated in the [Student Code of Conduct](#).

All issues of misconduct will be dealt with in accordance with the Institute's [Student Conduct Management Policy and Procedure](#).

Once the appeals process has been completed and if the suspension or cancellation remains this must be reported on PRISMS.

5. Appeals against a Penalty for Non-payment of Fees

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International Students	Students wishing to lodge an appeal against a penalty for non payment of fees should lodge a formal grievance in writing in accordance with the Institute's Student Grievance Policy and Procedure within 20 working days of the date of the student being notified of the penalty.
International Student Services Staff	Once the appeals process has been completed and if the suspension or cancellation remains this must be reported on PRISMS.

6. Appeals against a Penalty for Misconduct

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International Students	Students wishing to lodge an appeal against a penalty for misconduct should do so in writing in accordance with the Institute's Student Conduct Management Policy and Procedure within 20 days of the date of the student being notified of the penalty.
International Student Services Staff	Once the appeals process has been completed and if the suspension or cancellation remains this must be reported on PRISMS.

7. External avenue of appeal against a decision taken by the Institute

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International Students	<p>International students also have the right to contact the Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) in relation to grievances under the ESOS Act.</p> <p>Students must notify the Institute of their decision to seek an external appeal within 5 working days of notification of the decision of the Institute in relation to an appeal.</p>
International Student Services Staff	Once the appeals process has been completed and if the suspension or cancellation remains the student must be reported on PRISMS.

Forms (Available from International Student Services Office)

[Request for Leave of Absence Form](#)