

## **Deferral of commencement, suspension of studies, cancellation of enrolment**

### **1 Deferral of commencement, suspension of studies, cancellation of enrolment**

- 1.1 Students wishing to defer the commencement of studies, suspend or cancel their studies must apply to do so in writing to the Institute.
- 1.2 The Institute may decide to accept an application for deferral of commencement or suspension of study on the following grounds:
  - On medical grounds (a medical practitioner's certificate indicating the student is unable to attend class); or
  - In exceptional compassionate circumstances beyond the students control, such as serious illness or death of a close family member (independent evidence of the exceptional circumstances is required).
- 1.3 The Institute may decide to suspend or cancel a students enrolment on its own initiate as a response to misbehaviour by the student
- 1.4 Students must be informed in writing that deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIAC may affect the status of their student visa.
- 1.5 If the Institute intends suspending or cancelling the student's enrolment where it is not at the student's request, the student must be informed they have 20 working days to appeal to the Institute. If the appeal is not upheld or the student withdraws from the appeal process then the Institute must report the student to DIAC. The suspension or cancelling of the student's enrolment can not take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.
- 1.6 Student initiated deferral of commencement or suspension of enrolment cannot be granted retrospectively (after the event) or if it was taken by the student without authorisation.
- 1.7 If students have taken unauthorised leave then they will be recorded as absent and reported to DIAC if their attendance falls below the Institute requirements.
- 1.8 Include all records in student files