

Policy & Purpose

The purpose of this policy is to outline the circumstances where a student's enrolment can be deferred, suspended, cancelled or withdrawn.

- **Deferral** is the postponement of a student's commencement in a course and may be initiated by the student or the College
- **Suspension** is a temporary halt in a student's course after commencement and may be initiated by the student or the College
- **Cancellation** is a permanent cessation of the student's enrolment in one or more courses, either before or after commencement, initiated by the College
- **Withdrawal** is a permanent cessation of the student's enrolment in one or more courses, initiated by the student.

The College is required to

1. Have and implement a process for assessing, approving and recording deferral, suspension or cessation of the enrolment of an overseas student (requirement of Standard 9 of the National Code).

This policy applies equally to all students, although specific reporting and other requirements apply only to overseas students.

Definitions

The College means Lead College Pty Ltd

CoE means as Confirmation of Enrolment issued via PRISMS for an overseas student

Course means any accredited qualification, unit of competency, skill set, course, or non-accredited program offered by the College

ESOS Act means the [Education Services for Overseas Students Act 2000](#)

National Code means the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

PRISMS means the [Provider Registration and International Student Management System](#) operated by the Australian Government department responsible for export education

RTO means Registered Training Organisation

Staff member means a person engaged by the College as an employee, contractor or consultant

Student means a person enrolled in one or more courses with the College

Policy – student-initiated actions

1. Deferral of commencement or suspension of studies
 - a. Each request will be considered by the College on its merits and considering the individual circumstances
 - b. Generally, deferral or suspension will only be approved where there are compassionate or compelling reasons such as serious illness or injury, bereavement of a close family member or delay in approval of a student visa

- c. Deferral or suspension will be approved for a maximum of 12 months and no more than one additional approval will be granted on receipt of a further application for a maximum of six months
 - d. Overseas students are responsible for ensuring their student visa is valid at all times. They must make any required arrangements where their student visa is impacted by deferral or suspension, including requesting a new CoE from the College to support any application for a visa
 - e. No request for suspension will be accepted or considered if the student has arrears in tuition or any other fees.
2. Withdrawal of enrolment
 - a. Each request will be considered by the College on its merits and considering the individual circumstances
 - b. Requests for withdrawal by overseas students will be considered in accordance with the College’s policy on student transfers
 - c. Students may initiate a withdrawal at any time
 - d. No request for suspension will be accepted or considered if the student has arrears in tuition or any other fees
 - e. Any refund of fees paid will be as per the College’s refund policy.

Policy – College-initiated actions

1. Deferral of commencement or suspension of studies
 - a. Generally, deferral would only be initiated by the College in circumstances where the relevant course cannot be commenced on the original agreed date
 - b. Suspension may be applied for a range of reasons, including non-payment of fees, breaches of the Code of Conduct – Students or other disciplinary reasons
 - c. Suspension would be imposed for a maximum of one term
 - d. Prior to imposing any suspension, the College will inform the student of its intention to do so in writing and provide an opportunity for the student to respond to that intention in addition to advising them of their right to appeal such a decision in accordance with the College’s policy on complaints and appeals
 - e. Overseas students are responsible for ensuring their student visa is valid at all times. They must make any required arrangements where their student visa is impacted by deferral or suspension, including requesting a new CoE from the College to support any application for a visa.
2. Cancellation of enrolment
 - a. Cancellation of a student’s enrolment would generally only be initiated in circumstances such as:
 - i. An overseas student’s visa being refused or cancelled
 - ii. Failure to adhere to attendance and academic progress requirements
 - iii. Failure to pay tuition or other fees as agreed
 - iv. Serious or continued disciplinary matters

- b. Prior to imposing any cancellation, the College will inform the student of its intention to do so in writing and provide an opportunity for the student to respond to that intention in addition to advising them of their right to appeal such a decision in accordance with the College’s policy on complaints and appeals
- c. Any refund of fees paid will be as per the College’s refund policy
- d. Overseas students are responsible for ensuring their student visa is valid at all times. They must make any required arrangements where their student visa is impacted by cancellation.