

RATIONALE

The purpose of this policy is to provide a clear framework for assessing, approving, and recording deferments of the start of study, suspensions of study, and provider-initiated suspensions and cancellations of enrolment for students, including overseas students. This ensures compliance with relevant legislation and supports the academic progress and well-being of students.

IMPLEMENTATION

Scope

This policy applies to all students enrolled in the institution, including domestic and overseas students, and covers all programs offered by the institution.

Key Principles

- All decisions regarding deferment, suspension, or cancellation must be based on **documented evidence** and be consistent with student visa conditions.
- The provider must maintain accurate records and report changes in enrolment through PRISMS.
- Students are entitled to **access the provider's complaints and appeals process** before any final decision is implemented.

Important Note:

The expected duration of study specified in the overseas student's **Confirmation of Enrolment (CoE)** must **not exceed the CRICOS-registered duration** of the course. Any variation to the expected duration must be based on **compassionate or compelling circumstances, academic intervention, or leave approved by the provider**, and must be appropriately documented and recorded.

1. Deferment of the Start of Study

1.1. Grounds for Deferment

- **Compassionate or Compelling Circumstances:** Circumstances beyond the student's control that significantly impact their ability to commence their studies, such as serious illness or injury, bereavement of close family members, or major political upheaval or natural disaster in the home country.
- **Institutional Reasons:** Situations where the institution is unable to offer the course at the scheduled start date.

1.2. Process for Deferment

- Application: Students must submit a completed Deferment Application Form along with supporting documentation to the Student Services Office.
- Assessment: The application will be assessed by the Registrar or designated officer within 10 working days of receipt.
- Decision: Students will be notified in writing of the decision. If approved, the student's enrolment will be deferred, and the start date will be updated in the institution's student management system.
 - The student will be informed to seek advice from the Department of Home Affairs on the potential impact on their visa if enrolment has been deferred
 - The suspension will only take effect until the overseas student has been given the opportunity to complete an internal appeals process, unless their health or wellbeing, or the wellbeing of others, is likely to be at risk.
- Recording: The deferment will be recorded in the student's file and reported to PRISMS as follows:
 - The College notifies the Department of Education through PRISMS that they are deferring an overseas student's enrolment for a period without affecting the end date of the CoE. There will be no change to the CoE on PRISMS – the overseas student will still be listed as studying. However, the notice of deferment or suspension will be recorded in PRISMS.
 - The College notifies the Department of Education through PRISMS that they are deferring an overseas student's enrolment for a period which will affect the end date of the CoE. PRISMS will cancel the original CoE and immediately offer the College the opportunity to create a new CoE with a more appropriate end date. If the College does not know when the overseas student will return, it can choose not to create a new CoE at that point, but to wait until the overseas student has notified the College of the intended date of return before creating a new CoE.

2. Suspension of Study

2.1. Student-Initiated Suspension

- Grounds for Suspension: Compassionate or compelling circumstances similar to those for deferment.
- Application: Students must submit a Suspension Request Form with supporting documentation to the Student Services Office.
- Assessment and Decision: As per the deferment process, with a notification period of 10 working days.

2.2. Provider-Initiated Suspension

- Grounds for Suspension: Misconduct, failure to meet academic progress requirements, or non-payment of fees.
- Process: The student will be informed in writing of the intention to suspend their studies and given an opportunity to respond or appeal the decision within 20 working days.
- Decision: Following the review period, the final decision will be communicated to the student in writing.
 - The student will be informed to seek advice from the Department of Home Affairs on the potential impact on their visa if enrolment has been deferred

- The suspension will only take effect until the overseas student has been given the opportunity to complete an internal appeals process, unless their health or wellbeing, or the wellbeing of others, is likely to be at risk.
- Recording: Suspensions will be recorded in the student's file and reported to PRISMS as follows:
 - The College notifies the Department of Education through PRISMS that they are suspending an overseas student's enrolment for a period without affecting the end date of the CoE. There will be no change to the CoE on PRISMS – the overseas student will still be listed as studying. However, the notice of deferment or suspension will be recorded in PRISMS.
 - The College notifies the Department of Education through PRISMS that they are suspending an overseas student's enrolment for a period which will affect the end date of the CoE. PRISMS will cancel the original CoE and immediately offer the College the opportunity to create a new CoE with a more appropriate end date. If the College does not know when the overseas student will return, it can choose not to create a new CoE at that point, but to wait until the overseas student has notified the College of the intended date of return before creating a new CoE.

3. Cancellation of Enrolment

3.1. Student-Initiated Cancellation

- Application: Students wishing to cancel their enrolment must submit a Cancellation of Enrolment Form.
- Processing: The request will be processed within 10 working days, and the student will be notified in writing.
- Recording: The cancellation will be recorded in the student's file and reported to PRISMS as follows:
 - The College notifies the Department of Education through PRISMS that it wishes to permanently cancel (terminate) the overseas student's enrolment. Once this process is complete, the overseas student's CoE status will be listed as 'cancelled'. If the overseas student is under the age of 18, the cancellation of a CoE does not cancel a Confirmation of Appropriate Accommodation and Welfare (CAAW), and the College is still responsible for welfare arrangements until one of the conditions of Standard 5.6 are met

3.2. Provider-Initiated Cancellation

- Grounds for Cancellation: Serious misconduct, failure to meet academic progress requirements after intervention, or non-payment of fees and a breach of course progress or attendance requirements by the overseas student.
- Process: The student will be informed in writing of the intention to cancel their enrolment and given an opportunity to respond or appeal within 20 working days.
- Decision: The final decision will be communicated to the student in writing following the review period.
 - The student will be informed to seek advice from the Department of Home Affairs on the potential impact on their visa if enrolment has been deferred
 - The suspension will only take effect until the overseas student has been given the opportunity to complete an internal appeals process, unless their health or wellbeing, or the wellbeing of others, is likely to be at risk.

- Recording: Cancellations will be recorded in the student's file and reported to relevant authorities as required.

4. Duration of Study and CRICOS Compliance

- The expected duration of study on a student's Confirmation of Enrolment (CoE) must not exceed the CRICOS-registered duration for the course unless an extension is warranted under compassionate or compelling circumstances, or as part of an approved intervention strategy to support the student's academic progress.
- Gilson College will regularly monitor the course progress of each overseas student to ensure they are on track to complete their course within the expected duration specified on their CoE.
- Where a student is at risk of not completing the course within the registered duration, the school may extend the student's enrolment, but only if:
 - There are documented compassionate or compelling circumstances (e.g. illness, bereavement, natural disaster), or
 - An intervention strategy has been activated in response to unsatisfactory progress
- Any extension of the CoE must be:
 - Justified in writing,
 - Reported through PRISMS, and
 - Retained with evidence on the student's file

If the school extends the duration of the student's enrolment, the school must advise the student to contact the Department of Home Affairs (DHA) to seek advice about any potential impacts on their visa, including the possibility of needing to apply for a new student visa.

5. Appeals Process

5.1. Right to Appeal

- Students have the right to appeal any decision made under this policy.
- Appeals must be submitted in writing to the Appeals Committee within 20 working days of the decision.

5.2. Assessment and Outcome

- The Appeals Committee will review the appeal and supporting documentation.
- Students will be notified in writing of the outcome within 10 working days.

6. Reporting and Compliance

6.1. Compliance with Legislation

- All deferments, suspensions, and cancellations will be processed in accordance with relevant legislation, including reporting requirements to authorities such as the Department of Home Affairs for overseas students.

6.2. Record Keeping

- Detailed records of all applications, assessments, decisions, and notifications will be maintained in the student's file.

6.3. Confidentiality

- All information related to deferments, suspensions, and cancellations will be handled in accordance with the institution's privacy policy.

7. Review of Policy

This policy will be reviewed annually to ensure it remains current and compliant with relevant legislation and best practices.

This policy was shared with Taylors Hill staff

This policy was checked by ADCOM

This policy was ratified by the College Council

This policy was updated

This policy is due for review in