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## Student Deferment, Suspension and Cancellation of Study - Policy and Procedure

This policy and procedure is designed to provide a procedure for assessing, approving and recording deferment of the commencement of study, suspension of study or cancellation of study for International students.

Deferment or suspension means to temporarily delay or postpone studies. A deferment or suspension of studies can be initiated by either Unique International College or the student. A deferment or suspension of studies becomes official once DEST, via PRISMS, is notified that the student's enrolment with UIC has been suspended or deferred.

Please note the following conditions:

- If a student's suspension of studies is for a period of 28 days or less, the student is permitted to remain in Australia.
- If the suspension of studies is for a period greater than 28 days but less than 6 months, you will be required to leave Australia. If your suspension is for more than 6 months, your student visa will be cancelled. All temporary suspensions, regardless of their duration, must be reported to DEST.

**Also, students should note that deferring, suspending or cancelling their enrolment may affect their student visas. Students are advised to contact DIAC on 131 881 for further information.**

Under the requirements of the ESOS Act and National Code, if an international student has enrolled in a course at UIC, they are not permitted to defer commencement of their studies, or suspend their studies, except on the grounds of illness evidenced by a doctor's certificate, or other exceptional compassionate circumstances beyond the control of the student. If a student defers or suspends their studies on any other grounds, UIC must report the student to DEEWR/DIAC via PRISMS, as not complying with visa conditions.

UIC may also suspend or cancel a student's studies on the basis of misconduct.

### **Student-Initiated Application for Deferment or Suspension of Study:**

All student initiated deferment or suspensions will attract a fee for course realignment of \$750.

SMP 129 Student deferment suspension and cancellation policy & procedure  
Version 1.0  
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Responsibility: Chief Executive Officer  
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International students may apply to defer their studies if they are unable to commence their course on the scheduled commencement date or for voluntary suspension of their studies if they are unable to attend the course for a specified period of time, in compassionate or compelling circumstances.

Compassionate or compelling circumstances are generally those beyond the control of the student and which are likely to have an impact upon the student's course progress or wellbeing and could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student will be unable to attend classes;
- death or illness of close family members such as parents or grandparents (where possible, a doctor's or death certificate should be provided);
- major political upheaval or natural disaster in the international student's home country requiring emergency travel and this has impacted, or will impact, on the student's studies;
- a traumatic experience which could include:
  - Involvement in, or witnessing of a serious accident; or
  - Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologist's reports);
- Where UIC was unable to offer a pre-requisite unit;
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

International students may also defer or suspend their studies with UIC for other reasons; however, the student will be required to provide compelling documentary evidence to support their request.

International students are advised of the circumstances and consequences regarding deferment or suspension of study prior to enrolment and during the student orientation process. International students applying to defer or suspend their studies will be reminded that a successful application may affect their student visa

The maximum time allowed for a deferment or voluntary suspension of study is 6 months.



**Procedure:**

- 1. The following procedure applies to international students applying for a deferment of commencement of study:**
  - 1.1 International students who wish to defer the commencement date of their course must advise UIC in writing of their request accompanied by documentation clearly demonstrating the compassionate or compelling reasons why the deferment should be granted.
  - 1.2 In the event that the request for deferment of studies demonstrates compassionate and compelling circumstances (as outlined above) UIC will approve the application and advise the student in writing of the decision within 5 working days.
  - 1.3 The Administration Officer will access PRISMS to advise DEEWR/DIAC the period of deferment granted.
  - 1.4 If the request for deferment of commencement of study does not meet the requirements for compassionate and compelling circumstances (as outlined above) UIC will not approve the application and will advise the student in writing within 5 working days of the reason for the decision and that the student has 20 working days to appeal the decision through UIC's complaints and appeals procedures.
  - 1.5 If the student chooses to access UIC's complaints and appeals process, the student's enrolment will be maintained until the complaints and appeals process is completed and UIC will not notify DEEWR/DIAC of any change to the student's enrolment status.
  - 1.6 The request for deferment of commencement of study, any accompanying evidence and a copy of the written advice to the student of the decision will be placed on the student's file.
  
- 2 The following procedure applies to international students requesting a voluntary suspension of their study:**
  - 2.1 International students who wish to suspend their studies will advise the Compliance Officer in writing that they wish to apply for a voluntary suspension of their studies. The Compliance Officer will make an appointment to meet with the student to discuss their request. The Compliance Officer will also advise the student if there are any fees owing and discuss how payment will be settled. The Compliance Officer will also check to see if there are any books or other items on loan to the student and make arrangements for their return.



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- 2.2 In the event that the request for suspension of studies demonstrates compassionate and compelling circumstances (as outlined above) the Compliance Officer will approve the application and will advise the student in writing of the decision within 5 working days.
- 2.3 The Administration Officer will access PRISMS to advise DEEWR/DIAC the period of suspension granted.
- 2.4 The Compliance Officer will ensure that the following tasks are undertaken:
  - the student's financial records are adjusted to take account of the period of suspension of studies;
  - e-mail the relevant personnel advising them that the student has suspended their study so that records can be updated, the student's computer access and e-mail account and borrowing rights are suspended until the student recommences their studies;
  - ensure that appropriate documentary evidence is placed on the student file with the request
  - make a diary entry to set a reminder for when the student is due back.
- 2.5 If the request for suspension of studies does not demonstrate compassionate and compelling circumstances (as outlined above) the Compliance Officer will not approve the request and will advise the student in writing within 5 working days of the reason for the decision and that the student has 20 working days to appeal the decision through UIC's Complaints and Appeals procedures.
- 2.6 If the student chooses to access UIC's Complaints and Appeals process, UIC will maintain the student's enrolment until the complaints and appeals process is completed and UIC will not notify DEEWR/DIAC of any change to the student's enrolment status through PRISMS.
- 2.7 The request for voluntary suspension of study, any accompanying evidence and a copy of the written advice to the student of the decision will be placed on the student's file.

## **Institution-Initiated Suspension of Study or Cancellation of Enrolment:**

All international students are subject to the potential for Institution-initiated suspension of study or cancellation of enrolment for both academic and non-



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academic misconduct. Note that suspension due to unsatisfactory academic performance is covered by the *UIC Course Progress Policy and Procedure*.

International students will have been made aware of the circumstances in which their studies may be suspended for misconduct prior to enrolment and during student orientation.

### **3 The following procedure relates to processing an Institution-initiated suspension or cancellation of enrolment:**

- 3.1 The Compliance Officer may consider suspending a student's studies or canceling their enrolment for misconduct together with supporting evidence;
- 3.2 The Compliance Officer will collect supporting evidence, to make their decision.
- 3.3 In the event that the Compliance Officer approves the request to suspend a student's studies or cancel their enrolment, UIC will write to the student informing them of their intention to suspend or cancel the student's enrolment, the reasons for the decision, the intention to notify DEEWR/DIAC of the change in enrolment status, and advice to the student that if they wish to appeal the decision, they have 20 working days to access UIC's complaints and appeals handling procedure.
- 3.4 A copy of the letter and supporting evidence along with the Compliance Officer documented decision is placed on the student's file.
- 3.5 If the student chooses to access UIC's complaints and appeals, UIC will maintain the student's enrolment until the internal complaints and appeals process is completed and will not notify DEEWR/DIAC of any change to the student's enrolment status through PRISMS, except in extenuating circumstances relating to the welfare of the student.

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

- The student going missing;
- The student having medical concerns, severe depression or psychological issues which lead UIC to fear for the student's wellbeing;
- The student engaging in or threatening to engage in behaviour that is reasonably believed to endanger the student or others; or
- The student being at risk of committing a criminal offence.

Any claim of extenuating circumstances will need to be supported by appropriate evidence.



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- 3.6 The National Code does not require UIC to continue providing learning opportunities throughout the 20 working days allowed to appeal the decision and during the internal complaints and appeals process. Based on the nature of the misconduct, UIC will decide, on a case by case basis, whether to allow the student to continue to attend class, or make alternative study arrangements for the student, or to deny the student access to study opportunities. In making such a decision UIC will consider whether denying the student learning opportunities throughout the 20 day appeal period and during the internal complaints and appeals process may disadvantage the student in their subsequent studies should the complaints and appeals process find in their favour.
- 3.7 If the student chooses not to challenge the suspension of study or cancellation of their enrolment, or has unsuccessfully exhausted all internal appeal processes the suspension of study or cancellation of enrolment will be formally processed and the Administration Officer will access PRISMS to advise DEEWR/DIAC of the change in the student's enrolment. (Note that UIC does not have to wait for the outcome of an external appeal before notifying DEEWR/DIAC of the change to the student's study status.)
- 3.8 The Compliance Officer will ensure that the following tasks are undertaken:
- the student's financial records are adjusted to take account of the period of suspension or cancellation of enrolment, if applicable;
  - e-mail the relevant personnel advising them that the student's studies have been suspended or their enrolment has been cancelled so that records can be updated, the student's computer access and e-mail account and library borrowing rights are suspended until the student recommences their studies or cancelled, as applicable;
  - Make a diary entry to set a reminder for when the student is due back, if applicable.

Note: If UIC notifies DEEWR/DIAC through PRISMS that a student's studies have been suspended for a significant period, the student must return to their home country unless special circumstances exist (for example, the student is medically unfit to travel). While UIC determines the studying status of the student, it is DIAC who decides whether the student may remain in Australia or must return home. DIAC's policy is that if a student's studies are suspended for a period of 28 days or longer, the student must return home.