

Version History	
Deferring, Suspending or Cancelling a Student's Enrolment	
First Version Number: 02/08	
Code: ESOS standard 13: Deferring, suspending or cancelling the student's enrolment	
Version #	Summary of changes made
07/08	Addition " All the relevant documents are kept on the student file"
05/12	Removed" ESOS standard 13: Deferring, suspending or cancelling the student's enrolment"
	Addition " ESOS National code 13"
09/12	Reviewed conditions of suspension and cancelation
11/15	Addition " Note: An administration fee of AUD\$150 will be charged for any application to defer."

Deferring, Suspending or Cancelling a Student's Enrolment

1. Purpose:

This policy and related procedure in accordance with the ESOS National Code relates to Deferring, Suspending or Cancelling a Student's Enrolment

2. Related Standards

ESOS National code 13

3. Scope

This policy/procedure applies to all international student operations of the Nova Institute.

4. Responsible Parties

PEO and General Administration Manager are responsible for this procedure.

5. Procedure

Student initiated deferral, suspension or cancellation

Students wishing to defer, suspend or cancel enrolment must meet one of the following conditions:

- Unavailability of the course
- Visa delay
- Compassionate and compelling circumstances – these are generally beyond the control of the student and have an impact on the student's course progress or wellbeing. These could include but are not limited to:
 - Serious illness or injury, where medical certificate states that the student was or will be unable to attend classes;
 - Bereavement of close family members such as parents or grandparents (where possible death certificates should be provided);
 - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
 - 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 psychologists' reports)

Note: An administration fee of AUD\$150 will be charged for any application to defer.

Deferral prior to commencement

Students may request a deferral prior to course commencement. Student must complete "Student request to defer, suspend or cancel a course" form and submit to Admissions officer. When the deferral is processed the student will receive a revised eCOE.

Suspending your enrolment

Students wishing to suspend their enrolment must complete a "Student request to defer, suspend or cancel a course" form with all supporting documentation attached. All applications should be submitted at least 14 days prior to suspension date. The maximum suspension period is six (6) months. Approval will only be given in the limited circumstances described above. The student will receive notification in writing of the result of the request.

Cancelling your enrolment

Students wishing to cancel their enrolment must complete a "Student request to defer, suspend or cancel a course" form with all supporting documentation attached. The student will receive notification in writing of the result of the request. If the student has not completed the first six months of their principal course they must provide a letter of offer from an alternative provider therefore complying with the conditions of Standard 7 of the National Code. See policy on Transfer between Providers.

Nova Institute initiated deferral, suspension or cancellation.

NIT may defer commencement of a course when a course is not offered.

NIT may suspend a student enrolment for:

- misconduct – where behaviour of a student:
 - has been in serious breach of a Institute rule
 - is in breach of enrolment conditions
 - is considered to provide a threat to the well being of other students or staff

NIT may cancel a student enrolment for:

- a serious breach of a student code of conduct.
- breach of enrolment conditions
- where a student is considered to provide a threat to the well being of other students or staff
- serious misconduct
- failing to meet the requirements of the course progress policy
- failing to meet the requirements of the course Attendance policy (ELICOS)
- non-payment of tuition fees
- Failing to return after break.

Where suspension or cancellation is initiated by NIT, students will receive a notice of Intent to Defer, Suspend or cancel Enrolment. This notice will clearly identify that a student will be given 20 days to access the Institute's internal complaints and appeals process. When the appeals process is

initiated, NIT will maintain the student's enrolment until the internal appeals process is complete. NIT reserves the right to not provide learning opportunities during this process should it be deemed appropriate.

Applicants will be informed that deferring, suspending or cancelling his or her enrolment may affect his or her student visa.

The suspension or cancellation will be notified to the Secretary of DEEWR via PRISMS as required under section 19 of ESOS Act where the student's enrolment is deferred, temporarily suspended or cancelled on completion of the 20 days or at the end of the appeals process if the appeal is not upheld.

All the relevant documents are kept on the student file