



Wollongong College Australia

A College of the University of Wollongong

Australia

Wollongong

New Zealand

Auckland

Wollongong College Australia
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Deferment, Suspension and Cancellation Policy

Date approved: 8 November 2007

Approved by WCA Academic Board

Reference and
Legislation

- Rights and Responsibilities Policy
- Student Misconduct Policy
- Student Grievance Policy – Academic
- Confirmation of Enrolment
- National Code of Practice for Providers of Education and Training to Overseas Students 2007

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1. Description

Students at Wollongong College Australia (the College) may request to defer or temporarily suspend their studies during their course in certain limited circumstances, on the grounds of compassionate or compelling circumstances.

The College may also defer or suspend the enrolment of any student due to misbehaviour. This can also be grounds for cancellation of studies.

2. Definitions

To **“defer or suspend enrolment”** means to temporarily delay or postpone studies.

“compassionate and compelling” circumstances are generally those beyond the control of the student and which have an impact upon the student’s course progress or wellbeing.

These circumstances may include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes
- bereavement of close family members such as parents or grandparents (death certificates must be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on the student’s studies
- a traumatic experience, such as involvement in or witnessing of a serious accident or witnessing or being the victim of a serious crime, which has impacted on the student (these cases should be supported by police or psychologists’ reports where possible)
- the college being unable to offer a pre-requisite unit
- inability to begin studying on the course commencement date due to delay in receiving a student visa
- family circumstances requiring the student’s presence.

“**extenuating circumstances**” relating to the welfare of the student may include, but are not limited to the student:

- refusing to maintain approved accommodation arrangements (if a student is under 18 years of age)
- going missing
- having medical concerns, severe depression or psychological issues which lead to fear for the student’s wellbeing
- engaging or threatening to engage in behaviour that is reasonably believed to endanger the student or others
- being at risk of committing a criminal offence.

3. General Principles

The College is committed to the following general principles:

- 3.1 completing, where possible, the assessment procedure within 10 working days of the student providing the necessary documentation
- 3.2 placing all requests, considerations, decisions and copies of letters of release on the student’s file
- 3.3 informing the student that deferring, suspending or cancelling enrolment may affect the student visa
- 3.4 providing, in cases where the College intends to suspend or cancel the student’s enrolment on the grounds of misbehaviour of the student, the student with 20 working days to access the College’s internal appeals process

4. Deferment of commencement of study

- 4.1 Student requests for deferment of commencement of studies will only be granted for compassionate and compelling circumstances.

The College will:

- a. require the student to provide evidence of the compassionate or compelling circumstances
- b. assess each request on its own merit

- c. determine the new date for commencement of studies on a case by case basis -where appropriate, a new *Confirmation of Enrolment* will be created
- d. notify students in writing within 10 working days, where possible, of the College's decision
- e. inform the student that deferring enrolment may affect the student visa.

4.2 The College Campus Director will assess and grant a deferment of commencement of studies.

5. Suspension of study

5.1 Once a student has commenced a course, the College will only grant a student's request for suspension of studies on the grounds of compassionate and compelling circumstances.

The College will:

- a. require the student to provide evidence of the compassionate or compelling circumstances
- b. assess each request on its own merit
- c. determine the new date for commencement of studies on a case by case basis -where appropriate, a new *Confirmation of Enrolment* will be created
- d. notify students in writing within 10 working days, where possible, of the College's decision
- e. inform the student that suspending enrolment may affect the student visa.

5.2 The College may initiate a temporary suspension of studies for a student on the grounds of misbehaviour by the student.

The College will:

- a. proceed a suspension automatically only in cases where the student is deemed to be a threat to themselves or others - in all other cases,

the suspension will not take effect until the outcome of any appeal is known

- b. notify students in writing within 10 working days, where possible, of the College's decision
 - c. inform the student that temporarily deferring enrolment may affect the student visa
 - d. determine time periods for suspension of studies on a case by case basis - where appropriate, a new *Confirmation of Enrolment* will be created
 - e. calculate attendance not including periods of suspension of studies.
- 5.3 The College Campus Director will assess and grant a suspension of studies.
- 5.4 In cases where the College intends to suspend the student's enrolment, the College will notify the student in writing and inform them that they have 20 working days to access the College's internal complaints and appeals process. (refer to the WCA Student Grievance Policy Academic).
- 5.5 If the student accesses the internal complaints and appeals process, the suspension of the student's enrolment will not take effect until the internal process is completed or the student has withdrawn from the appeals process, unless extenuating circumstances relating to the welfare of the student apply.
- 5.6 In Australia, any international student whose enrolment is suspended for a period of 28 days or longer is required, by the Immigration Department, to return to their home country unless special circumstances exist and are supported by documentary evidence.

6. Cancellation of Enrolment

6.1 The College may cancel the enrolment of a student under the following conditions:

- a. failure to pay course fees
- b. failure to arrive (Academic Students) by Monday Week 3 of the continuing session
- c. failure by students who are under the age of 18 to abide by approved welfare and accommodation arrangements (visa condition 8532)
- d. any unacceptable behaviour identified as resulting in cancellation outlined in the *College's Rights and Responsibilities Policy* and the *Student Misconduct Policy*
- e. behaviour deemed to be a serious threat to the health and safety of themselves or others in the College community.

6.2 If the College cancels a student's enrolment it will:

- a. notify students in writing within 10 working days, where possible, of the College's decision
- b. inform the student that cancelling enrolment will affect the student visa.

6.3 The final decision for assessing and cancelling a student's enrolment is the responsibility of the Campus Director

6.4 In cases where the College intends to cancel the student's enrolment, the College will notify the student in writing and inform them that they have 20 working days to access the College's internal complaints and appeals process. (refer to the WCA Student Grievance Policy Academic)

6.5 If the student accesses the internal complaints and appeals process, the cancellation of the student's enrolment will not take effect until the internal process is completed or the student has withdrawn from the

appeals process, unless extenuating circumstances relating to the welfare of the student apply.

7. Reporting to the Immigration Department – Australia

The College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to the Immigration Department which will result in automatic cancellation

8. Version Control and Change History

| Version Control | Date Released | Date Effective | Approved By | Amendment |
|------------------------|----------------------|-----------------------|--------------------|------------------|
| 1 | 8/11/07 | 16/11/07 | WCA Academic Board | |
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