



(723) Overseas Student Defer, Suspend



Overseas Student Course Defer, Suspend Procedure (723)

Date Approved	June 2014	Date of next Review	June 2015
Approved By	Board		
Custodian	Stuart rushton		
Relating documents and Forms	700 Overseas student Policy		
References and Legislation	CRICOS		

(723) Overseas Student Defer, Suspend Procedure

1. Purpose

This document outlines the procedures for applying for a deferral, suspension or cancellation of enrolment for Overseas Students and ensures that such requests are properly assessed within the ESOS framework.

2. Scope

This procedure applies to all Lorien Novalis staff who are responsible for international students - either academically or administratively and all Overseas students as defined within the ESOS legislation.

3. Grounds on which Deferment/Suspension of Studies may be granted

Deferral or temporary suspension of studies, including granting a leave of absence for Overseas Students during the course of their program may only be granted where there is evidence of compassionate or compelling circumstances.

Examples of this 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 (a death certificate shall be required)
- Major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies
- A traumatic experience which could include:
 - Involvement in, or witnessing of a serious accident
 - Witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports)
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.



Overseas Student Course Defer, Suspend Procedure (723)

4. Applying for Deferment/Suspension of Studies

Students (either onshore or offshore) wishing to apply for a deferral or suspension of enrolment shall:

- a. Where possible submit the application for deferral 2 weeks prior to program start or semester start date.
Documentary evidence is required to support requests for deferral
- b. If as a result of unexpected circumstances a student is unable to commence or continue studying a written application can be submitted to International Business at any time with supporting documentation (e.g. medical certificate).

5. Student Requests Cancellation of Studies

All students wishing to cancel their enrolment shall fill out a change of enrolment form along with with the required documentation.

6. Students cancelling enrolment and returning to their home country

Students who cite returning to home country as their enrolment cancellation reason shall not be issued with a release letter or provided with a copy of the cancelled confirmation of enrolment either at time of cancellation or at any future date.

Students Transferring to a different visa type shall provide evidence to enable the finalisation of the international student record.

Students need to be aware that any cancellation of enrolment may affect their Visa and Lorien Novalis shall report students to the Department of Education via PRISMS where necessary. This action automatically alerts the Department of Immigration and Border Protection (DIBP) and students should seek immediate advice regarding their Student Visa from DIBP.

7. Suspension or Cancellation of Enrolment

Lorien Novalis School may suspend or cancel a student's enrolment in the following circumstances :

- a. Misbehaviour by the student. Standards of behaviour required by students at Lorien Novalis are available on-line
- b. Where it becomes evident that the student has behaved improperly or provided false documentation as part of the international application and enrolment process
- c. Non-payment of fees by the due date

- d. If a student does not maintain satisfactory course progress in accordance with the Overseas Student Academic Progression Monitoring Procedure for Overseas students
- e. If a student fails to attend scheduled academic intervention strategy meeting, one rescheduled meeting shall be organised. Failure to attend the rescheduled meeting shall lead to cancellation of enrolment
- f. Lorien Novalis School considers the student as non-bonafide. Indicators of this include:
 - Student Rules and Academic Progression Procedure clearly state that international students shall maintain 80% attendance. Students who demonstrate erratic course progress as a result of their failure to maintain regular class attendance shall have their enrolment cancelled and shall be reported to the Department of Education as non-bonafide students.
 - Students that have been counselled regarding their attendance and progression but their attendance and progression continues to be unsatisfactory without reasonable cause
 - Students who don't commit to the learning intervention strategies developed to support their study
 - Students who attend classes but refuse to be engaged or to participate in the learning. This behaviour not only impacts on the students' own progression but the learning of other students. Examples of this include:
 - not submitting assignments
 - not attending class when assessments are scheduled
 - refusing to participate or be involved in classroom activities or group work.
- g. If a student who has not completed their program of study fails to return to study after a semester or holiday break and does not notify The School. This is regarded as a passive withdrawal and the students' COE and enrolment shall be cancelled
- h. If a student is refused a deferment as there is no evidence of compassionate or compelling circumstances, but ceases to attend classes

In circumstances covered by grounds (a) to (h) Lorien Novalis School shall notify the student in writing of its intent to suspend or cancel enrolment and inform the student of the 20 business days to access the appeals process.

Should the student choose to access the appeals process, the student's enrolment shall be maintained until the internal appeals process is completed (and has supported Lorien Novalis' intention to suspend or cancel the student's enrolment) unless extenuating circumstances relating to the welfare of the student apply.

Maintaining a student's enrolment is different to allowing a student to attend class. Based on the nature of the misconduct a decision shall be made on a case by case basis whether to allow the student to continue to attend class, make alternative study arrangements or to deny the student access to study opportunities. In making such a decision Lorien Novalis School shall consider whether denying the student learning opportunities throughout the 20 business 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.



Overseas Student Course Defer, Suspend Procedure (723)

8. 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 following. The student:

- Refuses to maintain approved care arrangements (only for students under 18 years of age)
- Is missing
- Has medical concerns, severe depression or psychological issues which lead the provider to fear for the student’s wellbeing
- Has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others
- Is at risk of committing a criminal offence.

Any claim of extenuating circumstances shall be supported by appropriate documented evidence.

9. Deferring, Suspending and Cancelling Enrolment of an Under 18 International Student

Where the enrolment of a student under the age of 18 is terminated, suspended or cancelled, Lorien Novalis School is obliged to continue monitoring the care arrangements for that student until:

- the student is accepted by another registered provider and that registered provider takes over responsibility for approving the student’s accommodation, support and general welfare arrangements
- the student leaves Australia
- other suitable arrangements are made that satisfy the Migration Regulations
- Lorien Novalis School reports that it can no longer approve the arrangements for the student.

The process of deferring, suspending or cancelling enrolment shall be recorded and documented in the student’s file. All documentary evidence shall be kept within the student’s file. These records shall be retained for 7 years after the last action date

7. Version Control

Version Control	Date Effective	Approved By	Amendment
1	June 2014	Stuart Rushton	First Version