

### 1. Purpose

The purpose of this policy is to provide a documented process for assessing, approving and recording a deferment of the commencement of study, suspension of study or cancellation of study for a student, including the requirement to keep documentary evidence on the student's file.

Australian School of Accounting (ASA) will only enable students to defer or temporarily suspend their studies during a course, including granting a leave of absence, through formal agreement and only in certain limited circumstances.

### 2. Principles

This policy supports the principles that prospective overseas and domestic students seeking to enrol with ASA receive fair, equitable and transparent treatment.

### 3. Scope

This policy applies to all overseas and domestic students.

### 4. Definitions

Term	Definition
Deferral	Means to delay the commencement of a course
Cancellation	Means the cessation of an enrolment in a course
Suspension	Means to temporarily delay the enrolment once the course has commenced
Compassionate or Compelling circumstances	Is defined as circumstances beyond the control of the student and which have an impact on the student's progress or wellbeing. Further examples are included in the policy.

### 5. Policy Statement

#### Acceptable reasons for suspension or cancellation

- 5.1 In accordance with the National Code 2018, ASA can defer or temporarily suspend a student's enrolment on the grounds of compassionate or compelling circumstances.
- 5.2 Compassionate or compelling circumstances can include, but are not limited to:
  - a) Serious illness or injury, where a medical certificate states that the student was unable to attend classes,

- b) Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided),
- c) Major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies,
- d) 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 these experiences have impacted on the student (cases should be supported by police or medical professional's reports)
- e) Inability to begin studying on the course commencement date due to a delay in receiving a student VISA.

5.3 In addition ASA can suspend or cancel a student's enrolment in the following circumstances:

- Student misconduct, including Academic Misconduct;
- Failure to pay fees according to the fee payment schedule outlined in the Written Agreement;
- A breach of course progression requirements.

5.4 The suspension or cancellation of the overseas student's enrolment for the reasons outlined in 5.3 cannot take effect until the student grievance process is completed, unless the health or wellbeing of the overseas student, or the wellbeing of others, is likely to be at risk.

## **6. Course Deferral Process**

- 6.1 Students may defer their courses for up to 12 months. Applications for the deferral of the commencement of the course must be made by completing the appropriate form with attached evidence and submitting to ASA Admissions prior to the course commencing. The request must be lodged at least three (3) weeks prior to the start date of the course.
- 6.2 The Academic Dean will assess the deferral request. Once ASA has processed the deferral request, the student will receive a written correspondence of the outcome together with an updated Confirmation of Enrolment and Written agreement.
- 6.3 For overseas students, ASA will then inform the Secretary of the Department of Education via PRISMS as required under the ESOS Act.

## **7. Suspension of Enrolment Process**

- 7.1 Leave of absence will normally only be granted for a maximum of two quadesters. Applications for suspension of enrolment must be made by completing the appropriate form together with any additional evidence.
- 7.2 The following conditions must be met when applying to suspend enrolment:
  - Applications must be received at least 10 working days prior to the Suspension date;
  - Applications received less than 10 working days prior to the requested suspension date will not be processed;

- In the event of an emergency situation requiring suspension, the timeline of 10 working days may be waived at the discretion of the Principal.
- 7.3 The Academic Dean will assess the suspension request. Once ASA has processed the suspension request the student will receive a written correspondence of the outcome and for overseas students, ASA will inform the Secretary of the Department of Education via PRIMS as required under the ESOS Act.

## **8. Cancellation of Enrolment Process**

- 8.1 Applications for the cancellation of enrolment must be made by completing the appropriate form and submitting it together with any additional evidence.
- 8.2 The application and evidence will be assessed by the Principal or their representative to ensure there are compassionate or compelling reasons for this request.
- 8.3 Once ASA has processed the Cancellation request the student will receive a written correspondence of the outcome.
- 8.4 If the request is granted and if an overseas student, the student will be released in PRISMS and ASA will inform the Secretary of the Department of Education as required under the ESOS Act.
- 8.5 If the request is denied then the student may appeal the outcome in accordance with ASA's Grievance processes.

## **9. ASA initiated Suspension or Cancellation**

- 9.1 If ASA initiates a suspension or cancellation of the overseas student's enrolment before imposing the suspension or cancellation ASA must:
- Inform the student of that intention and the reasons for doing so in writing;
  - Advise the overseas student of their right to appeal through ASA's appeals processes within 20 working days; and
  - Use either the Notice of Intention to Suspend Enrolment or the Notice of Intention to Suspend Enrolment template.

## **10. Advising and Reporting Obligations**

- 10.1 When any deferral, suspension or cancellation action is taken ASA must:
- Inform the overseas student of the need to seek advice from immigration on the potential impact on his or her student visa
  - Report the change to the overseas student's enrolment under section 19 of the ESOS Act.

## **11. Appeals Relating to ASA Decisions on Deferrals, Suspensions and Cancellations**

- 11.1 As is set out in the *Student Grievance Handling and Resolution Procedure*, appeals relating to deferrals, suspensions and cancellations proceed directly to the internal appeal stage. Applications in writing are forwarded to the Chair of the Student Grievance and Complaints Committee for review.

## 12. Record Keeping

- 12.1 All documentation relating to the deferment, suspension or cancellation of studies will be recorded on the student file. This includes maintaining a record of any decisions made.

## 13. Related Documents

*Student Grievance Handling and Resolution Policy*  
*Student Grievance Handling and Resolution Procedure*  
*Student Academic Conduct Policy*  
*Student Academic Misconduct Procedure*  
*Student Code of Conduct*  
*Student Progression and Exclusion Policy*  
*Student Progression and Exclusion Procedure*

## 14. Related Legislation

*The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 9*  
*Education Services for Overseas Students Regulations 2001*  
*Education Services for Overseas Students Act 2000*

## 15. Version Control

Document		Deferral, Suspension and Cancellation Policy			
Approved by		Board of Directors		Date: 04 November 2020	
				Next review	2023
Version#	3.1	Replaces Version #	3.0	Update to table	
	3.0		2.1	Board of Directors approval	
	2.1		2.0	Governance restructure	
	2.0		1.1	Council Approval	
	1.1		1.0	CRICIOS RFI	
	1.0		0.3	Council approval	
	0.3		0.2	Project Manager review Next review	2020
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