Deferring, Suspending or Cancelling the Students Enrolment Policy and Procedure

PURPOSE

Standard 13 of the National Code allows the Provider to defer the commencement of studies, or cancel or temporarily suspend the studies of a student in limited circumstances. These circumstances are compassionate or compelling circumstances, and student misbehaviour. Students must be advised that deferring, temporarily suspending, cancelling or withdrawing from their studies during their program may affect their student visa.

Definitions

**Deferral**: A period of up to 6 months before a student, who has been offered a place in a course, enrolls in that course.

**Suspension**: The enrolment of a student in their program of study is suspended for a period of time, after which time the student may recommence study. CoE is cancelled. Student must re apply for program if they wish to continue study.

**Compassionate or compelling Circumstances* Professional judgment to assess each case on its merits:**

1) Where a student does not receive their student visa in time to arrive at Pax Institute of Education to commence study

   *The following document should be attached, or provided as soon as possible after the application, when applying on the above mentioned ground*

   - Immigration letter

2) Illness, injury, or serious illness or death in the family

   *The following documents should be attached, or provided as soon as possible after application, when applying on the above mentioned grounds*

   - Medical certificates
3) Major political upheaval or natural disaster in home country requiring emergency travel and this has impacted on the student’s studies.

4) A traumatic experience i.e. involvement in or witnessing of a serious crime or accident and this has impacted on the student (police or psychologists report to be provided).

5) Where the Registered provider was unable to offer a pre requisite course/unit.

6) Other reasons may be considered but must have documentary evidence to support the claim.

It would not be generally regarded as a compassionate or compelling circumstance that a student wishes to travel overseas to visit members of his or her family. This situation may be otherwise, for example, if the student is to be married or engaged overseas, or is attending the marriage or engagement of a close family member.

If a student has, or intends, to travel overseas; then, a copy of any itinerary, or air ticket, should be attached to the application, or as soon as possible after the application. Although, in most circumstances, it will be necessary to show evidence of a return flight, there may be situations where this is not possible.

Student Misbehaviour

1) Where a student has failed to attend classes for 5 consecutive days without prior approval, or without a medical certificate from a registered medical practitioner.

2) Students are identified as having unsatisfactory course progress as set out in the International Course Progress Policy.

3) Where a student has found to be cheating as identified in Academic Misconduct Policy and Procedure.

4) Where fees, in excess of $500, are due and payable by a student for more than 14 days; or where any amount payable under a fee agreement remains outstanding for more than 14 days.

5) Swearing, fighting, aggressive behaviour and abusive language, whether to other students, staff members, or any other person at the College premises.

6) Conduct that is discriminatory and /or threatening on the basis of religion, culture, race, sexual differences, age, disability, or socio-economic status, whether to other students, staff members, or any other person at Pax Institute of Education premises.
**Extenuating Circumstances**

1) The student is missing. 
2) Has medical concerns, severe depression or psychological issues which lead the College to fear for the student’s well being. 
3) Has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others. 
4) Is at risk of committing a criminal offence.

**Process**

1. Students wishing to defer the commencement of studies, or cancel or temporarily suspend their studies should apply to do so in writing to Pax Institute of Education. Where it is impractical to do so, the student may email, fax or telephone the College and advice of their intention to defer, cancel or suspend their studies. If the notification is by telephone, the student should confirm the request in writing as soon as possible after the telephone notification.

2. Students should fill out the student deferral/suspension/cancellation form available on the College website (www.pax.edu.au) and on request with the Student Services Representative (SSR) at Reception.

3. Pax Institute of Education will only grant a deferral of commencement of studies, temporary suspension of studies or a cancellation of studies if there are compassionate or compelling circumstances, or as a result of student misbehaviour.

4. Students will be informed in writing that the deferral of studies, the suspension of studies or the cancellation of studies will be notified via PRISMS, and may affect the status of their student visa.

5. If Pax Institute of Education intends suspending or cancelling the student’s enrolment, where it is not at the student’s request, the student must, and will be, be informed they have 20 working days from the (date after 2 days of issuance) to access the College complaints and appeals process. If the complaint and/or appeal are not upheld, or the student withdraws from the complaint and /or the appeal process, then Pax Institute of Education must report the student to DIBP. The suspension or cancelling of the student’s enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student’s welfare.

6. Student initiated deferral of commencement or suspension of enrolment will not, unless there are unusual circumstances, be granted retrospectively (after the event) or if it was taken by the student without authorisation. Examples are where a student was not able to contact Pax Institute of Education as a result of a car accident, or required to return home at short notice for urgent medical attention and was unable to seek a suspension before returning home.

7. If a student advises Pax Institute of Education that he or she no longer wishes to remain enrolled in the Course, the College will advise the Secretary of DEEWR, via PRISMS, and the CoE will be cancelled.

8. If a student indirectly cancels his or her enrolment through his or her conduct, Pax Institute of Education will follow the same procedure as in point 7.

9. Notwithstanding that a student has advised of his or her intention to cancel, whether directly or indirectly, the DEEWR - DIBP policy will apply to any assessments undertaken prior to the cancellation.