

<h1>International - Deferment, Suspension and Cancellation of Study Policy</h1>		Alana Kaye Policy Manual Policy Number: AKP0043 Responsible Officer: CEO Date of Issue: December 2016 Review Date: December 2020 RTO Code: 70056 CRICOS Code: 03675K	
		Modifications:	V1.1 Addition of CRICOS Code
Associated Documents:	International Deferment, Suspension and Cancellation Procedure; Student Handbook; Letter of Offer and Acceptance		
Authorised by: CEO	Issued to: All Staff	Pages: 3	Version: 1.1

Requirement

National Code Standard 13 – Deferring, suspending or cancelling the student’s enrolment
 Registered providers may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

- 13.1 The registered provider must have in place documented procedures for assessing, approving and recording a deferment of the commencement of study or suspension of study for the student, including keeping documentary evidence on the student’s file of the assessment of the application.
- 13.2 The registered provider can only defer or temporarily suspend the enrolment of the student on the grounds of:
 - a. compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or
 - b. misbehaviour by the student.
- 13.3 The registered provider must:
 - a. inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa, and
 - b. notify the Secretary of DET via PRISMS as required under section 19 of the ESOS Act where the student’s enrolment is deferred, temporarily suspended or cancelled.
- 13.4 The registered provider must inform the student of its intention to suspend or cancel the student’s enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access the registered provider’s internal complaints and appeals process as per Standard 8.1. If the student accesses the registered provider’s internal complaints and appeals process, the suspension or cancellation of the student’s enrolment under this standard cannot take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.

Deferment and Suspension Cancellation Policy

Alana Kaye’s Management and staff are committed to assessing and recording all deferments, suspensions or cancellations of study, ensuring that students within the process are informed of their rights and provided with due care and where relevant opportunities for appeal.

Alana Kaye's management will only suspend or defer enrolment on the grounds of:

- a) compassionate and compelling circumstances.
- b) misbehaviour by the student.

The International Deferment, Suspension and Cancellation Procedure outlines the appropriate responses and circumstances for deferment including the types of compassionate and compelling circumstances.

All students are informed of deferment, suspension and cancellation through the Student Handbook, website and Letter of Offer and Acceptance.

Policy Author	Alana Anderson	Date:
Approved by	Alana Anderson	Date:
Approver signature		
Entered in policy register	Alana Anderson	Date: