



DEFERMENT, SUSPENSION AND CANCELLATION POLICY

Approved by:	UOW College Academic Board	Date:	11 June 2015
Date Effective:	11 June	Date of Next Review:	June 2016
Document No:	POL-UOWC-07	Revision:	5
Custodian:	General Manager		
Supporting Documents, Procedures & Forms:	Attendance Policy Student Conduct Policy Student Grievance Policy UOW Enterprises Delegations of Authority Part B – UOWC Ltd Academic Delegations of Authority		
References & Legislation:	National Code of Practice for Providers of Education and Training to Overseas Students 2007		



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1. Purpose

1.1 This policy outlines:

- a. the requirements for student requests to defer or temporarily suspend studies during their course in certain limited circumstances, and on specific grounds; and
- b. the circumstances in which UOW College (the College) may defer, suspend, or cancel the enrolment of any student.

2. Definitions

Word/Term	Definition
Cancel/Cancellation	To remove a student from all enrolment in subjects and sessions, a student with a status whose enrolment is cancelled is not an active student of UOW College.
Compassionate or Compelling Circumstances	Circumstances beyond the control of the student that have had an impact upon the student's course progress or wellbeing. These may include, but are not limited to: <ul style="list-style-type: none">• serious illness or injury, where a medical certificate states that the student was unable to attend classes;• the death of close a family members such as parent or grandparent (death certificates must be provided);• major political upheaval or natural disaster in the student's 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 (supported by police or psychologists' reports where possible);• inability to begin studying on the course commencement date due to delay in receiving a student visa;• financial hardship;• family circumstances requiring the student's presence.



Defer/Deferment	To temporarily delay or postpone the commencement of studies.
Extenuating Circumstances	circumstances relating to the welfare of the student may include, but are not limited to: <ul style="list-style-type: none">• the student refusing to maintain approved accommodation arrangements (if a student is under 18 years of age);• the student has gone missing from the College;• the student having medical concerns, severe depression or psychological issues which lead to fear for the student's wellbeing;• the student engaging in, or threatening to engage in behaviour that is reasonably believed to endanger the student or others; or• committing, or being at risk of committing a criminal offence
Suspend/Suspension	The temporary postponement of a student's studies. this may be initiated by the student for compassionate or compelling circumstances or initiated by the student due to misconduct of the student.

3. Application & Scope

- 3.1 This policy applies to all UOW College students enrolled in:
- a. English language programs,
 - b. UOW College Higher Education Programs - (Diplomas),
 - c. UOW accredited courses – University Access Program (UAP), Foundation Studies Program (FSP) and Special Tertiary Entrance Program (STEP), and
 - d. Vocational Courses – (Diplomas, Certificate IV's and Certificate III's).

4. Policy Objectives

- 4.1 The College is committed to:
- 4.1.1. completing, where possible, the assessment procedure within 10 working days of the student providing the necessary documentation,

- 4.1.2. placing all requests, considerations, decisions and copies of letters of release on the student's file,
- 4.1.3. informing the student that deferment, suspension, or cancellation of their enrolment may affect the student visa, and
- 4.1.4. providing, in cases where the College intends to suspend or cancel the student's enrolment on the grounds of misconduct of the student, the student with 20 working days to access the College's internal appeals process.

5. Deferment of Commencement of Study

- 5.1 Student requests for deferment of commencement of studies will only be granted for compassionate or compelling circumstances.
- 5.2 In determining whether circumstances are compassionate or compelling the following will occur.
 - 5.1.1 The College will require the student to provide evidence of the compassionate or compelling circumstances.
 - 5.1.2 The College will then assess the request on its merits.
 - 5.1.3 If the request is approved, the College will determine the new date for commencement of studies on a case by case basis, and where appropriate, a new Confirmation of Enrolment will be created.
 - 5.1.4 Where a request from a student for deferment is not accepted, the student is able to access the UOW College grievance process in accordance with the Student Grievance Policy www.uowcollege.edu.au/policies.
 - 5.1.5 The College will notify students in writing within 10 working days, where possible, of the College's decision.
 - 5.1.6 In the case of international students, the College will inform the student that deferring enrolment may affect the student visa.
- 5.3 In accordance with the UOW Enterprises Delegations of Authority Part B – UOWC Ltd Academic Delegations of Authority, the College's General Manager will assess and grant a deferment of commencement of studies.

6 Suspension of Study

- 6.1 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 or compelling circumstances.
 - 6.1.1 The College will require the student to provide evidence of the compassionate or compelling circumstances.
 - 6.1.2 The College will then assess the request on its merits.
 - 6.1.3 Where the request is approved, the College will determine the new date for commencement of studies on a case by case basis, and where appropriate, a new Confirmation of Enrolment will be created.
 - 6.1.4 The College will notify students in writing within 10 working days, where possible, of the College's decision.
 - 6.1.5 Where the student is an international student, the College will inform the student that deferring enrolment may affect the student visa.
- 6.2 The College may initiate a temporary suspension of studies for a student on the grounds of misconduct by the student.
- 6.3 The College will proceed with 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.
- 6.4 The College will ensure the following:
 - 6.4.1 The student is notified in writing within 10 working days, where possible, of the College's decision.
 - 6.4.2 The student is informed that temporarily suspending enrolment may affect the student visa.
 - 6.4.3 Time periods for suspension of studies are defined on a case by case basis - where appropriate, a new Confirmation of Enrolment will be created.
 - 6.4.4 Attendance calculations do not include periods of suspension of studies.
- 6.5 In accordance with the UOW Enterprises Delegations of Authority Part B – UOWC Ltd Academic Delegations of Authority, the College General Manager will assess and grant a suspension of studies.



- 6.6 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 Student Grievance Policy www.uowcollege.edu.au/policies).
- 6.7 Notwithstanding the provisions of clause 6.3 above, if the student accesses the internal or external complaints and appeals process, the suspension of the student's enrolment will not take effect until the appeals process is completed or the student has withdrawn from the appeals process, unless extenuating circumstances relating to the welfare of the student apply.
- 6.8 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.

7 Cancellation of Enrolment

- 7.1 The College may cancel the enrolment of a student in one or more of the following situations:
- a. failure to pay course fees,
 - b. failure to meet enrolment requirements – refer to the Attendance Policy at www.uowcollege.edu.au/policies for further information,
 - c. failure by students who are under the age of 18 to abide by approved welfare and accommodation arrangements (visa condition 8532),
 - d. a finding of high-level academic or general misconduct against the student - refer to the Student Conduct Policy at www.uowcollege.edu.au/policies for further information,
 - e. behaviour deemed to be a serious threat to the health and safety of themselves or others in the College community, or
 - f. student actively or inactively notifies cessation of studies – inactive notification is where the student does not return after an arranged break or fails to attend the course by close of the session or cycle late enrolment period. Inactive notification is determined through ongoing attendance monitoring and attempted student contact for explanation of student absence. Where required, the international



student's agent will be contacted to assist with the determination of a student's cessation of studies.

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

7.2.1 Notify the student in writing within 10 working days, where possible, of the College's decision, and

7.2.2 In the case of international students, inform the student that cancelling enrolment will affect their student visa.

7.3 In accordance with the UOW Enterprises Delegations of Authority , the decision for assessing and cancelling a student's enrolment is the responsibility of the General Manager

7.4 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 Student Grievance Policy at www.uowcollege.edu.au/policies.)

7.5 If the student accesses the internal or external complaints and appeals process, the cancellation of the student's enrolment will not take effect until either:

- a. the internal process is completed and the student has not accessed the external appeals process, or
- b. the student has withdrawn from the appeals process, unless extenuating circumstances relating to the welfare of the student apply.

8 Reporting to the Immigration Department

8.1 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.

9 Version Control and Change History

Revision No.	Date Approved	Date Effective	Approved By	Amendment
1	8/11/07	16/11/07	WCA Academic	New Policy



			Board	
2	18/02/11	21/02/11	Ian Tobin	Migrated to new template, Conditions for cancellation of enrolment updated to be consistent with changes to other policies, references to academic delegations added
3	20/06/11	20/06/11	ITC Quality Manager	Updated for name change
4	11/06/2015	11/06/2015	UOW College Academic Board	Replacement of reference to Campus Director with that of General Manager Replacement of ITC Delegations of Authority with UOWE Delegations of Authority Insertion of 7.1.f and 7.5, definitions added
5	21/07/2016	21/07/2016	Compliance Manager	Minor change only – College branding and document formatting updated.