



DEFERMENT, SUSPENSION AND CANCELLATION POLICY

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7	Academic Board	1 Dec 2022	1 Dec 2022	1 Dec 2025		
Policy Custodian:	Administration Manager		Document No:	UOWC-ADM-POL-122		
Purpose:	This Policy operationalises UOW College Australia's obligations under the National Code 2018 as it relates to: a) Student-initiated requests to defer studies before commencement; b) Student-initiated requests to take a break from studies; and c) Circumstances in which UOW College may suspend or cancel a student's enrolment.					
Scope:	UOWGE	UOWCA	✓	UOWD	UOWCHK	UOWMKDU
	This Policy applies to all UOW College Australia students, including those students who have accepted an offer but have not yet commenced studies.					
Related Documents:	Attendance Policy Academic Integrity and Student Conduct Policy Course Progression Policy Academic Delegations of Authority Policy - Australia Fees and Refund Policy Student Grievance and Appeals Policy					
References & Legislation:	Education Services for Overseas Students Act 2000 (Cth) (ESOS Act) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)					



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1. Definitions

Term:	Definition:
Approved Period of Absence	A period of approved leave for a current session or cycle from UOW College.
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.
Deferment	The result of a request by an applicant with an offer to study at UOW College to postpone the commencement of study to a later session.
Leave of Absence	A period of leave for a current or future session or cycle from UOW College.
Student	Any person who is enrolled in any course or program on offer at, or in conjunction with UOW College.
Staff	Any person engaged or appointed by the College to perform work whether on a full-time, part-time or casual basis. This includes all employees, contractors and agents.
Suspension	A penalty whereby a student is prevented from enrolling for a defined period. The student will be re-admitted automatically at the conclusion of the period of suspension.

2. Policy Objectives

- 2.1. This Policy should be interpreted in line with UOW College Australia's commitment to:
- a. Equity and fairness;
 - b. Equal benefits and opportunities;
 - c. Transparency; and
 - d. Natural justice.

3. Compassionate and Compelling Circumstances

- 3.1. Compassionate and compelling circumstances are those which:
- a. Were beyond the student's control, which a reasonable person would consider not due to the student's action or inaction, either direct or indirect, and for which the student was not responsible. The circumstances must be unusual, uncommon, or abnormal; and
 - b. Did not make their full impact on the student until on, or after their offer was accepted or studies commenced; and
 - c. Mean that it is impracticable for the student to commence or complete their studies; and
 - d. Have an impact on the student's course progress or wellbeing.
- 3.2. Compassionate and compelling circumstances may include, but are not limited to:
- a. Serious illness or injury;
 - b. Bereavement of a close family member;
 - c. Major political upheaval or natural disaster requiring emergency travel or immediate action; or
 - d. A traumatic experience, such as involvement in or witnessing a serious accident, or witnessing or being the victim of a serious crime.
- 3.3. Requests on the grounds of compassionate and compelling circumstances must be supported by documentary evidence.

4. Deferral of Study

- 4.1. Student requests to defer the commencement of their studies will only be granted if there are compassionate or compelling circumstances.

- 4.2. All applications for deferment must be in the form prescribed by UOW College and accompanied by evidence that substantiates the claim.
- 4.3. UOW College will notify students of the outcome in writing within 10 working days of receiving the request.
- 4.4. Where a deferment of study is granted, the student is expected to commence studies at the next available intake. UOW College may extend a deferment to cover subsequent intake periods at its sole and absolute discretion.

5. Leave of Absence or Approved Period of Leave

- 5.1. A student enrolled in a UOW College course may apply for an approved period of leave for a current session or cycle.
- 5.2. A student enrolled in a UOW College course who has completed more than one session or cycle of their course may apply for a leave of absence of up to one year.
- 5.3. Student-initiated leave of absence and approved period of leave requests will only be granted where compassionate and compelling circumstances are present.
- 5.4. Leave of absence and approved period of leave requests must be in the form prescribed by UOW College and accompanied by evidence showing compassionate and compelling circumstances.
- 5.5. UOW College will notify students of the outcome in writing within 10 working days of receiving the request.
- 5.6. Where an application for a leave of absence or approved period of leave has been rejected, students are required to commence or continue their studies as scheduled. Failure to do so may lead to disciplinary action.

6. Suspension or Cancellation of Enrolment

- 6.1. In accordance with relevant UOW College Policy, the College may initiate suspension or cancellation of a student's enrolment on grounds including:
 - a. Misbehaviour or misconduct by the student;
 - b. The student's failure to pay an amount the student was required to pay to undertake or continue the course as stated in the written agreement;
 - c. Where a student is deemed to have Unsatisfactory Course Progress and is placed on Exclusion status;

- d. A breach of attendance requirements;
 - e. Failure by a student who is under the age of 18 to abide by approved welfare and accommodation arrangements; or
 - f. A student does not return after an approved leave of absence.
- 6.2 Where UOW College has made a decision to suspend or cancel the enrolment of a student, UOW College will:
- a. Inform the student of their intention to suspend or cancel their enrolment and the reasons for doing so in writing within 10 working days of the decision being made; and
 - b. Advise the student of their right to appeal in accordance with the UOW College Student Grievance Policy.
- 6.3 The College will also proceed to cancel a student's enrolment where the delegate has approved a student-initiated request to cease studies, in accordance with the Course Variation Request Procedure which applies in these instances.

7. International Student Visa Implications

- 7.1 Where UOW College suspends or cancels an international student's enrolment or an international student defers commencement or is granted a leave of absence or an approved period of leave, UOW College will:
- a. Advise the student that there may be a potential impact on their student visa;
 - b. Refer the student to the Australian Immigration Department to seek advice regarding the potential impact on their student visa (UOW College is not able to provide visa advice); and
 - c. Report the change to the international student's enrolment to the Australian Education Department via the method prescribed by Section 19 of the ESOS Act.
- 7.2 Where an international student's enrolment is deferred or suspended or where a leave of absence or approved period of leave has been granted, the period of leave, deferral or suspension of enrolment will not be included in any attendance monitoring calculations.

8. Appeal Rights

- 8.1 Students may appeal a decision by UOW College to:
- a. Refuse a deferment or leave request;
 - b. Suspend studies; or

- c. Cancel enrolment.
- 8.2 Student appeals will be managed in accordance with the Student Grievance and Appeals Policy and associated procedure.
- 8.3 Information about accessing the appeal mechanism must be provided to students when they are notified of UOW College’s decision.
- 8.4 Where a student has appealed a decision to suspend or cancel enrolment, UOW College will not commence the suspension or cancellation until the internal appeals process is completed, unless there is a likely risk to the student’s health or wellbeing or the well-being of other UOW College students or staff.
- 8.5 UOW College will not commence suspension or cancellation action until both internal and external handling and appeals processes are complete in cases of course progress and attendance breaches.

9. Roles and Responsibilities

Officer:	Responsibility:
Academic Board	Approval of Policy
Deputy General Manager	Approves cancellations as per this policy and Academic Delegations of Authority
Administration Manager	Policy owner and responsible for ensuring policy adheres to National Code
Student Advisor	Advocate on behalf of students and assist/advise students through the cancellation, deferment, suspension process.
Admissions Officer	Report deferments, cancellations, suspensions to Australian Immigration Department in PRISMS
Reporting and Quality Officer	Notifies students of intention to cancel/suspend enrolment, acknowledge lodgement of appeals and process approved release requests in PRISMS.



10. Change History

Version	Approved By	Date Effective	Amendment
1	WCA Academic Board	16/11/2007	New Policy
2	Ian Tobin	21/02/2011	Migrated to new template, Conditions for cancellation of enrolment updated to be consistent with changes to other policies references to academic delegations added
3	ITC Quality Manager	20/06/2011	Updated for name change
4	UOW College Academic Board	11/06/2015	Replacement of reference to Campus Director with that of General Manager Replacement of ITC Delegations of Authority with UOWGE Delegations of Authority Insertion of 7.1f and 7.5, Definitions added
5	Compliance Manager	21/07/2016	Minor Change only – College branding and document formatting updated.
6	Academic Board	22/03/2018	Substantive Review- document restricted for clarity, definitions aligned with UOW, processes clarified.
7	Academic Board	01/12/2022	Update to new template, add roles and responsibilities