

POLICY TITLE: Deferral, Suspending or Cancellation of a Student's Enrolment

Purpose

Photography Studies College (Melbourne) recognises that some students may need to defer the commencement of their studies or temporarily suspend their studies during their course through formal agreement under certain limited circumstances.

This policy sets out the principles associated with deferring, suspending or cancelling a student's enrolment. Where this policy involves international students, the College's policy for the deferment, suspension and cancellation of International Student enrolments is in accordance with Standard 13 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, 2007.

Policy

1. A student may request a temporary deferment or suspension (for a maximum of 28 days) to his or her enrolment on the grounds of compassionate or compelling circumstances.

Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. For international students, these are limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents
- Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- 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 this has impacted on the student (these cases should be supported by police or psychologists' reports)
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.

Evidence of circumstances such as listed above will be required to be presented to Photography Studies College (Melbourne) as documentary evidence and kept on the students file as part of the assessment of the application.

2. Photography Studies College (Melbourne) may suspend or cancel a student's enrolment under the following circumstances:
 - The student has not achieved satisfactory progress in accordance with the College's Student Progress and Exclusion policy.
 - The student has not paid tuition fees as per the Terms and Conditions of Enrolment.
 - The student has demonstrated misbehaviour/misconduct, confirmed in a Disciplinary Interview as per the *PSC Student Conduct Policy*.

The student has been found to be in breach of the:

- *PSC Academic Integrity Policy*
- Australian Federal or State laws.

Students have the right to appeal a decision taken by the College to suspend or cancel their enrolment in accord with the *PSC Grievance Handling Policy and Procedure*.

Procedures

1. DEFERRAL OF STUDIES

- Students are required to discuss any compassionate or compelling circumstances relevant to their request with the Communications & Students Officer who will refer the matter to the Director Communications & Students. .
- For international students any permission given to defer studies in such circumstances may affect their student visa and result in a change to the course end date.
- If an international student applies to defer studies for a time period longer than 28 days, the student will be required to suspend his or her studies and will be expected to depart Australia. The deferring/suspension of studies will be notified to DEEWR through PRISMS and may result in cancellation of your student visa.

2. CANCELATION OF STUDIES INITIATED BY THE STUDENT

- Students are required to notify their request to the Communications & Students Officer.

3. SUSPENSION OR CANCELATION OF STUDIES INITIATED BY PSC

- If Photography Studies College (Melbourne) suspends or cancels a student's enrolment, it will inform the student in writing. For international students, this suspension or cancellation may affect his or her student visa.
- Photography Studies College (Melbourne) will notify the student of its intention and allow the student 20 working days to access the Photography Studies College (Melbourne) internal complaints and appeals process set out in its Grievance Handling Policy and Procedure.

- For international students, where enrolment is suspended or cancelled, the Commonwealth Department of Immigration and Citizenship (DIAC) will not be notified of a change to the enrolment status until any internal grievance or appeal processes instigated by the student have been completed.
- If the student chooses to appeal the decision, Photography Studies College (Melbourne) will maintain the student's enrolment until the appeals process is completed.

Change to student's enrolment

- The Director Communications & Students confirms all enrolment details for each current student and advises DEEWR/DIAC via PRISMS of any change to the student's enrolment using the Student Course Variation facility in PRISMS. This includes advising the following – student not commencing course, termination, suspended/deferring studies, course completed early, change to course duration, course cancelled (provider still operating), provider decision to cease student enrolment, student leaves provider, student unable to start course (course suspended), student notified cessation of studies.

Responsibility

Director Communications and Students
Communications and Students Officer

Definitions

Deferment or Suspension

To defer or suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone). **Suspension** of enrolment is not necessarily due to misbehaviour and may also be initiated by the student.

Withdrawal means to permanently discontinue studies within the course.

Related Documentation

Policies

Monitoring, Notifying & Reporting International Students
Student Progress and Exclusion
Student Conduct
Privacy and Personal Information Policy
Refund Policy – International Students
Grievance Handling Policy and Procedure
Academic Integrity

Procedures, Forms & Documents

PRISMS Course Variation Form (restricted access)
Risk of Unsatisfactory Academic Progress letter
Bachelor of Photography Enrolment Form International Student

Publishing Details

Policy Number: HED_ST0015_v1.0_22/07/2013

Status: Final

Approved: 20/08/2013

Review Date: June 2016

Julie Moss - Managing Director

Publishing Date: August 2013

