



Student Deferment, Suspension and Cancellation of Studies Policy and Procedure

Policy

Unique International College will only grant deferment, suspension and cancellation of student's enrolments in certain limited circumstances.

Deferment, suspension and cancellation of a student's enrolment can be initiated by the student or the Institute. Where the Institute initiates the process or makes a decision on the outcome of an application, students will be given the opportunity to access the Institute's complaints and appeals procedure.

Definitions

- **Deferral** – postponement of commencement of course
- **Suspension** - temporary postponement of enrolment during course
- **Cancellation** – cessation of enrolment in course

1.0 Deferral of enrolment

1.1 Student Initiated

1.1.1 Students may apply to the Chief Executive Officer for a deferral of their enrolment. Deferrals will only be granted in the following limited circumstances:

- (i) Student Visa Delay
- (ii) Compassionate or Compelling Circumstances (in line with the requirements of SMP 145 Compassionate and Compelling Circumstances)

Local Students:

1.2 If a deferral application is approved, the student will receive a letter advising of the approval and confirming the new course dates. In addition to this, the student acceptance agreement will be amended to reflect the new course dates. All terms and conditions of the original student acceptance agreement will remain the same.

International Students:

1.2 If a deferral application is approved, the student will receive a letter advising of the approval and confirming the new course dates. In addition to this, the student acceptance agreement will be amended to reflect the new course dates. All terms and conditions of the original student acceptance agreement will remain the same.

1.2.2 Where a deferral is granted that will affect the end date of the original CoE, the student's CoE will be reported on DIBP to reflect the changes. A copy of the new CoE will be sent to the student and a copy kept in the student's file

1.2.2 All students are informed that deferral of their enrolment may affect their student visa

1.2.3 All documentation relating to the assessment of student deferral applications will be kept in the student's file

1.2.4 The Chief Executive Officer is responsible for ensuring DIBP is informed via PRISMS, once deferment has been granted

2.0 Suspension of enrolment

2.1 Student Initiated

2.1.1 Students may apply to the Administration Supervisor for a suspension of their enrolment. Suspensions will only be granted in the following limited circumstances:



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- (i) Compassionate or Compelling Circumstances (in line with the requirements of SMP 145 Compassionate and Compelling Circumstances)

2.2 Unique International College Initiated

2.2.1 Unique International College may suspend a student's enrolment in the following instances:

- (i) Student misbehaviour where it constitutes a breach of the Institute's SMP 30 Student misconduct policy
- (ii) Compassionate or Compelling Circumstances (in line with the requirements of SMP 145 Compassionate and Compelling Circumstances)

Local Students:

2.3 In cases where the suspension of the student's enrolment is initiated by Unique International College, students will be notified and given 20 working days to access the institute's internal complaints and appeals process

International Students:

2.3 In cases where the suspension of the student's enrolment is initiated by Unique International College, students will be notified and given 20 working days to access the institute's internal complaints and appeals process

2.4 The change in enrolment status will not be reported to DET until the internal appeals process is completed unless extenuating circumstances relating to the welfare of the student apply

2.5 If an international student's enrolment is temporarily suspended for a period of 28 days or longer, the student must return home (unless special circumstances exist)

2.6 All students are informed that suspension of their enrolment may affect their student visa

2.7 International students can temporarily suspend enrolment for a maximum period of six months

2.8 If an international student's enrolment is suspended for more than six months, the student's visa may be cancelled by DIBP.

2.9 All documentation relating to the assessment of student suspension applications will be kept in the student's file

2.10 The Chief Executive Officer is responsible for ensuring DET is informed via PRISMS, once suspension has been granted

3.0 Cancellation of enrolment

3.1 Student Initiated

3.1.1 Students may apply to the Administration Supervisor for a cancellation of their enrolment.

Students that cancel their course will be liable to pay fees as stipulated in their signed student acceptance agreement and the Institute's Refund Policy (FP 128 Refund Policy)

3.1.2 Student's whose enrolments have been cancelled may apply for a letter of release to the Chief Executive Officer. Letters of release will be granted at no charge, and within 10 days of receiving the request, provided the student has no outstanding fees owing to Unique International College.

3.2 Unique International College Initiated

3.2.1 Unique International College may cancel a student's enrolment in the following instances:

- (i) Non payment of outstanding fees
- (ii) Student demonstrates serious misconduct of the SMP 30 Student misconduct policy

Local Students:

3.3 In cases where the student's cancellation is initiated by the institute, students will be notified and given 20 working days to access the institute's internal complaints and appeals process

International Students:

3.3 In cases where the student's cancellation is initiated by the institute, students will be notified and given 20 working days to access the institute's internal complaints and appeals process

SMP 129 Student deferment, suspension and cancellation of enrolment policy and procedure

Version 1.11

Implemented: October 2015

To be reviewed: October 2016

Responsibility: Chief Executive Officer

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3.4 The change in enrolment status will not be reported to DET until the internal appeals process is completed unless extenuating circumstances relating to the welfare of the student apply

3.5 All students are informed that cancellation of their enrolment may affect their student visa

3.6 All documentation relating to the assessment of student cancellation applications will be kept in the student's file

3.7 Student's whose enrolments have been cancelled may apply for a letter of release to the Chief Executive Officer. Letters of release will be granted at no charge, and within 10 days of receiving the request, provided the student has no outstanding fees owing to Unique International College.

3.8 The Chief Executive Officer is responsible for ensuring DET is informed via PRISMS, once cancellation has been granted

4.0 Student Initiated Deferment, Suspension of Cancellation of their enrolment Procedure:

- (i) Student completes SMD 175 Application to defer, suspend or cancel enrolment form along with documented evidence and submits it to the Student Support Services Officer by email on info@uniquecollege.com.au or at the institute

The onus is on the student to provide relevant documentation to support their claim.

- (ii) Administration Supervisor provides student with acknowledgement of deferment/ suspension/ cancellation application within 5 days.
- (iii) Administration Supervisor assesses case and provides student with Unique International College's outcome within 14 days of the **completed application**

Where students are dissatisfied with Unique International College's outcome, the student may access the Institute's Complaints and Appeals process (SMP 119 Student Complaints and Appeals Procedure)

Related Policies

SMP 30 Student misconduct policy

SMP 145 Compassionate and Compelling Circumstances

FP 128 Refund Policy

SMP 119 Student Complaints and Appeals Procedure

Related Forms

SMD 175 Application to defer, suspend or cancel enrolment form