

P13 Deferment, Suspension or Cancellation of Student Enrolment Policy

1.0 POLICY

- 1.1 Under limited circumstances, Central Melbourne Institute (CMI) and the Student are able to defer, suspend or cancel enrolment.
- 1.2 Suspension of enrolment can be initiated by the Student and is not necessarily related to misbehaviour.
- 1.3 All of the above fall under student course variation (SCV) in PRISMS

Definitions	
Deferment:	To temporarily put studies on hold (put off, holdup, postpone)
Suspension:	To temporarily put studies on hold (suspend, stoppage, push back)
Cancellation:	Cessation or ending enrolment

2.0 INSTITUTE INITIATED DEFERMENT, SUSPENSION AND CANCELLATION

2.1 Institute may defer / suspending student enrolment under the following circumstances:

- Student misbehaviour
- Compassionate and compelling circumstances

2.2 Institute may cancel a student's enrolment under the following circumstances:

- Serious breach of the Code of Student Behaviour.
- Failure to adhere to course progress and intervention strategy agreed in accordance with CMI. If the student fails to comply with agreed improvements required to achieve satisfactory course progress, etc., CMI will issue a letter to notify the student 'intention to report' allowing the student to access Institute Internal Complaints and Appeals process within 20 working days.
- Non-payment of overdue fees
- Where the student does not commence studies in a course when they are due to commence and they have not notified CMI in writing within 14 days of the course commencement, and then student enrolment will be cancelled on the basis of Non Commencement of Studies.
- Where the student has not completed his or her course and does not return to studies after a break and has not notified CMI of any reason within 14 days. Under these circumstances, student has 'inactively' advised CMI that they will not be continuing their studies and his or her enrolment will be cancelled.
- A written notice, indicating CMI Intent to Defer, Suspend or Cancel will be issued to the student by post or email. A record will be placed on the Student's File.
- The Student will be provided with an opportunity to access CMI internal Complaint and Appeal process within 20 days of the date of this letter.
- During the Complaints and Appeals process period, the Student's enrolment will be maintained until such processes are complete. CMI reserves the right to withdraw learning opportunities if the circumstances deem this to be so.
- Once the Complaints and Appeals procedure is completed, CMI will notify the Department of Home Affairs (DHA), through PRISMS of the change of enrolment status, if the appeal is not upheld. All

outcomes will be recorded in the Student's File.

- If the outcome of the internal appeals process is unsatisfactory, Students can access the External appeals process in accordance with the Complaints and Appeals Policy.

3.0 STUDENT INITIATED DEFERMENT, SUSPENSION OR CANCELLATION

International students may defer commencement of their course, suspend or cancel their enrolment during the course under the following limited circumstances:

- Course not being available
- Student visa delay
- Compassionate and compelling circumstances (*Note: All supporting documentation must be supplied*).

- 3.1 In the event a Student defers commencement of the course, the Student will be required to complete the Deferment, Suspension and Cancellation Form and submit this to Student Administration for approval. If the request is approved, the Student will receive a new COE (if applicable). Student will be informed via email of the outcome of their application.
- 3.2 In the event a Student wishes to suspend enrolment in their course, they must complete the Deferment, Suspension and Cancellation Form and submit this to Student Administration, attached with all supporting documentation. This form must be submitted at least 14 days prior to the request for suspension. The maximum period of suspension is six months and only in limited circumstances described above will suspension be granted. Upon receipt of this application, a written notification will be issued to the Student advising them of the outcome of the application.
- 3.3 In the event a Student wishes to cancel enrolment in their course, they must complete the Deferment, Suspension and Cancellation Form and attach the relevant supporting documentation. This form is to be submitted Student Administration. If the student has not completed six months of their principal course, they must attach a Letter of Offer from the new provider and an assessment will be made in accordance with the Transfer Policy. The Student will receive written notification of the outcomes of this application.
- 3.4 Any student initiated deferment, suspension or cancellation will be recorded on the Student File and a notification to DHA will be sent through PRISMS.

4.0 IMPACT OF DEFERRAL, SUSPENSION AND CANCELLATION

- Deferment, suspension and cancellation may affect the student's visa.
- DHA may cancel a student's visa if the student is suspended for more than six months.
- It is a requirement by the DHA that if an international student's enrolment is suspended for 28 days or more, then they must return home unless special circumstances can be substantiated.
- If a Student defers, suspends or cancels enrolment, then all fees owed to Institute will be due as set out in the Student Agreement.