



Code and Number	E.1.18
Title of Document	Deferring, Suspending or Cancellation Enrolment – International Students

POLICY

This policy outlines the process Australian College of Nursing (ACN) will implement in the deferral, suspension or cancellation of enrolment for international students enrolled in the Graduate Certificate of Nursing (Bridging and Re-entry).

DEFINITIONS

Cancellation: to cease enrolment permanently, this can be initiated by the student or ACN

Suspension: to temporarily place a student's studies on hold (adjourn, delay, postpone), due to misconduct/misbehaviour.

Deferral: To delay commencement or continuation of course studies normally to the start of the next study period.

Placement Offer

ACN is unable to guarantee a student a place in a future course if they request a deferment or suspension, due to the volume of applicants and future courses being booked out well in advance.

PROCEDURE

An international student can apply to defer their enrolment on compassionate grounds or for exceptional circumstances. These may include:

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

International students must apply in writing detailing the reason(s) for their request to defer studies. This application must include documentary evidence to substantiate exceptional circumstances.

The Manager Education Business Operations will assess the student's application.

If the deferral is approved, the Manager Education Business Operations will:

- advise the student in writing of the approved deferral period and their new commencement date;
- inform the Department of Home Affairs of the change to the student's course of study as this may affect their visa status; and
- advise the student if the Department of Home Affairs informs ACN that the student's visa status is affected.

Deferral of a student's enrolment may result in an increase in tuition fees. International students who defer their enrolment will be required to pay the fees that apply at their new commencement date.

If the deferral request is refused, the student:

- will be advised in writing of the refusal;
- has 20 days to lodge an appeal of this decision with ACN; and
- will have the decision reviewed by ACN who will make a recommendation for the appeal to be upheld or refused.

Suspension or cancellation of enrolment initiated by ACN

An international student may have their enrolment cancelled or suspended if they have breached ACN student responsibilities. Depending on the nature of the breach, International students may be excluded from classes during this time.

Grounds for suspension or cancellation of the overseas student's enrolment include but are not limited to:

- misbehaviour by the student;
- the student's failure to pay an amount that he or she was required to pay ACN to undertake or continue the course as stated in the written agreement; or
- a breach of course progress or attendance requirements as outlined in the student handbook.

Before imposing a suspension or cancellation ACN will:

- inform the student of that intention and the reasons for doing so, in writing; and
- advise the student of their right to appeal through ACN's Student Grievance Handling Academic and Non-academic policy and procedure, within 20 working days.

When there is any suspension or cancellation action taken, ACN will:

- inform the student of the need to seek advice from the Department of Home Affairs on the potential impact on their visa; and
- report the change to the student's enrolment under section 19 of the ESOS Act.

The suspension or cancellation of the student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing of others is likely to be at risk.

If the student's appeal is successful that is, the decision is made not to cancel or suspend the student's enrolment; the student will be placed on an Intervention Strategy to ensure that the behaviour/breach is not repeated. International students will then be counselled as to the consequences of a suspension or cancellation of their enrolment should the issue continue.

REFERENCES

Education Services for Overseas International students Act 2000

National Code of Practice for Providers of Education and Training to Overseas International students 2018

RELATED POLICIES AND PROCEDURES

Student Handbook

E.1.13 Student Grievance Handling Academic and Non-academic policy and procedure

E.1.17 International Student Withdrawals and Refunds policy

Responsibility for Review	Education Management Committee
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