

DEFERMENT POLICY

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1 Context

This policy outlines the principles and procedures for the deferment of commencement of courses.

2 Scope

2.1 Rationale

UBSS is required to have in place a policy and set of procedures for the deferment of studies.

2.2 Legislative Context

- The Higher Education Support Act (HESA)
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code

3 Definitions

Item	Definition
Deferment	Deferment refers to a pause during the duration of study at UBSS.
Suspension	Suspension refers to the cessation, generally temporary, of study at the School for a student who has undertaken some study at UBSS and continues to be enrolled at UBSS.
Cancellation	Cancellation refers to cancellation of enrolment at UBSS.

4 Deferment Policy

Deferment of study, suspension of study and cancellation of enrolment may have ramifications for an international student's visa.

Registered providers may only allow students to defer or temporarily suspend their studies, including granting a leave of absence, through formal agreement in certain limited circumstances.

Students who wish to defer the commencement of their studies, or temporarily suspend their studies, must complete an online application via their MyGCA Student Profile.

The student should provide evidence to substantiate their application for deferral or suspension. If sufficient evidence cannot be provided at this time, the student is advised that they will need to bring appropriate documentation before and/or on census date. If appropriate documentation is not received by census date the student's confirmation of enrolment will be cancelled for non commencement of studies. Census date is week three of each trimester.

Deferral Fee

All approved deferrals will incur a AUD\$100 deferment processing fee and a AUD\$ one subject course fee. Students must pay their deferral fees during the deferment application process. Subject course fee subject to change.

Paid subject course fee for deferment applications **received prior week 1** of a trimester will be carried over onto the next trimester upon the student's return.

Paid subject course fee for deferment applications **received after week 3** of a trimester **is non refundable**. Students will be required to pay the fee again upon their return.

If the subject course fee is paid after week 3, due to special circumstances, the Executive Dean will determine if the fee is refundable. The student is required to book an appointment to meet with the Learning Support Coordinator.

Students must be aware that deferral or suspension of studies can only be provided for compassionate or compelling circumstances. These are generally circumstances that are both beyond the control of the student and have a significant and adverse impact on the student's course progress or wellbeing. They include, but are not limited to:

- Serious illness or injury, verified by a medical certificate stating that the student was unable to attend classes;
- Bereavement of close family members such as parents or grandparents. (Where possible a death certificate should be provided);
- A major political upheaval or natural disaster in the student's home country requiring emergency travel that impacts on the student's studies;
- A traumatic experience, such as involvement in or witnessing of a serious accident, or witnessing or being the victim of a serious crime, where the experience has had a significant and adverse impact on the student. (These cases should be supported by police or a psychologist's report);
- The registered provider being unable to offer a prerequisite unit;
- The student is unable to begin studying on the course commencement date due to a delay in receiving a student visa.

4.1 Deferral Process

Upon receipt of the online application, the Learning Support Coordinator, on behalf of the **Executive Dean** accesses the request in compliance with Standard 13.

The application is approved if it satisfies the specified criteria.

Student Services and the Student are advised of the approval via a system generated letter.

Student Services enters the appropriate information into PRISMS.

Student's journal is automatically updated.

5 Registered Provider Initiated Suspension or Cancellation of Enrolment

If a student has been identified for suspension of studies or cancellation of enrolment on any grounds contained in the UBSS policy: Code of Conduct and Rules, the **Executive Dean** or delegate meets with the student, tells them why their studies have been suspended or their enrolment has been cancelled, informs them that they have 20 working days in which to appeal the decision, and advises them that they can continue attending classes until their appeal has been heard. However, if there are extenuating circumstances relating to the welfare of the student, the latter may be reported prior to expiration of the 20-working day period. Details of the case are entered in the student's journal in ISIS.

If the student chooses not to appeal the School's decision, Student Services are advised to enter the appropriate information into PRISMS and note in the student's journal that the student has chosen not to appeal and has therefore been reported.

A student who chooses to appeal is provided with the URL to the complaints and appeals processes and all necessary paperwork. If the appeal is denied, the student is notified and their studies are suspended or their enrolment is cancelled. If the timeframe of the suspension requires that PRISMS is notified, the **Executive Dean** adds the student to the PRISMS list, and Student Services reports through PRISMS and makes a note in the student's journal that the decision has been acted upon. A cancellation of enrolment results in the student's CoE with the School being cancelled through PRISMS.

If the student's appeal is upheld, the student continues their studies with the School.

Students should be aware that three different outcomes for the student's Confirmation of Enrolment (**CoE**) can ensue as a result of deferral of commencement, suspension of study or cancellation of enrolment. They are:

The provider notifies DEEWR through PRISMS that it is deferring or suspending a student's enrolment for a period without affecting the end date of the CoE. In this case there is no change to the CoE or the student's enrolment status on PRISMS (i.e. the student's CoE status is still listed as 'studying'). However, the notice of deferment or suspension is recorded in PRISMS and sent to the Department of Immigration and Border Protection (DIBP).

The provider notifies DEEWR through PRISMS that it is deferring or suspending a student's enrolment for a period and this does affect the end date of the CoE. In such situations, PRISMS cancels the original CoE and immediately offers the provider the opportunity to create a new CoE with a more appropriate end date. If the provider does not know when the student will return to campus, it can choose not to create a new CoE at that time, but to wait until the student has notified the provider of the intended date of return. If the student has nominated a date on which they will

return (“the event date”) and they do not return within 14 days of that date, the student is reported for cessation of studies.

The provider notifies DEEWR through PRISMS that it wishes to permanently cancel (terminate) the student’s enrolment. Once this process is complete, the student’s CoE status is listed as ‘cancelled’.

6 Document Change Control

Version	Change Description	Date	Author
v12	Refreshed format	November 2017	Professor Ian Bofinger
V12.1	Change of review date	June 2018	Jotsana Roopram
V12.2	Amended 4.0 v12.2 to 4.1 v12.3	December 2018	Professor Greg Whateley