

## DEFERRAL, SUSPENSION OR CANCELLATION OF ENROLMENT PROCEDURE

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<b>Effective Date:</b>	02/08/2010	
<b>Version Number:</b>	1.0	<b>Last Amendment Date:</b> n/a
<b>Parent Policy:</b>	DEFERRAL, SUSPENSION OR CANCELLATION OF ENROLMENT POLICY	
<b>Related Documents:</b>	Glossary of Terms Student Conduct Policy Student Attendance Policy Student Progress and Intervention Policy Complaints and Appeals Policy (Student Related Matters)	
<b>Implementation &amp; Review:</b>	SAIBT/CELUSA Executive Committee	
<b>Superseded Documents:</b>	None	

Any person who requires assistance in understanding any aspect of this document should contact the Quality & Compliance Officer.

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### 1 Purpose

This procedure provides for the deferral, suspension or cancellation of a student's enrolment, at the request of either the student or the college. This procedure should be interpreted in accordance with the *Deferral, Suspension and Cancellation of Enrolment Policy*.

### 2 Definitions

**Compassionate or compelling circumstance** refers to a situation or event beyond the control of the student that inhibits their attendance at class. For example, an illness where a medical certificate states that the student was unfit to attend classes may be considered a compassionate or compelling circumstance.

### 3 Procedure

#### 3.1 Deferral, suspension or cancellation initiated by the student

##### 3.1.1. Deferral of enrolment (Deferral of Offer)

Students who have accepted their offer but are unable to commence at the expected start date may defer their offer in the following circumstances:

- a) Inability to gain a student visa in time for entry into the semester of application
- b) Failure to meet entry requirements (either English levels or academic requirements)
- c) Other compassionate or compelling circumstances

A student who wishes to defer their offer must apply in writing, outlining the reasons for the request and providing supporting evidence of the compassionate or compelling circumstances that apply.

### **3.1.2. Suspension of enrolment (Leave of Absence)**

Students who are currently enrolled in a SAIBT or CELUSA program may suspend their enrolment only in the case of compassionate or compelling circumstances. A student who requires a leave of absence must apply in writing, outlining the reasons for the request and providing supporting evidence of the compassionate or compelling circumstances that apply, and attend a meeting with a member of the Academic Directorate.

- a) Where the student requires a suspension of up to two weeks, and where this will not affect the student's ability to complete required assessment tasks, a short leave of absence may be granted. The leave of absence will be reported through the PRISMS system, but will not affect the student's expected completion date as stated on their COE.
- b) Where the student requires a suspension of greater than two weeks, or the suspension would affect their ability to complete required assessment tasks, the student will be advised to suspend their enrolment for the remainder of the semester. This will be reported through the PRISMS system and will affect the student's expected completion date as stated on their COE.

### **3.1.3. Cancellation of enrolment (Withdrawal)**

Students who wish to cancel their enrolment in a SAIBT or CELUSA program may do so at any time by completing an *Application for Withdrawal* form. Where a student fails to enrol in a program after the last date to enrol, the student is considered to have notified SAIBT or CELUSA of their intention to cancel their enrolment.

## **3.2 Suspension or cancellation initiated by the college**

### **3.2.1. Suspension of enrolment**

The college may temporarily suspend the enrolment of a student on the grounds of misconduct, in accordance with the Student Conduct Policy. The college will notify the student in writing of its intention to suspend their enrolment, and notify the student that they have 20 working days to make an appeal in accordance with the *Complaints and Appeals Policy (Student Related Matters)*.

### **3.2.2. Cancellation of enrolment**

The college may cancel the enrolment of a student in the following circumstances:

- a) Where the student has not paid the relevant course fees by the due date, and has not made other arrangement for the payment of those fees.
- b) Where the student has been notified of unsatisfactory attendance, unsatisfactory academic progress or misconduct, in accordance with the relevant policies.

The college will notify the student in writing of its intention to cancel their enrolment, and notify the student that they have 20 working days to make an appeal in accordance with the *Complaints and Appeals Policy (Student Related Matters)*.

## **3.3 Student Appeals**

Where a student is not satisfied with a decision made under this policy, they may make an appeal in accordance with the *Complaints and Appeals Policy (Student Related Matters)*.