



Centre for  
English Language

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# DEFERRAL, LEAVE OF ABSENCE, WITHDRAWAL, SUSPENSION AND CANCELLATION POLICY

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## SECTION A - INTRODUCTION

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### A.1 Purpose

This Policy outlines the conditions under which a student may request a deferral, a leave of absence or withdrawal from program of study and the suspension or cancellation of a student due to behavioural or academic misconduct.

### A.2 Scope

This policy applies to all prospective and current students of the:

- South Australian Institute of Business and Technology (SAIBT)
- Centre for English Language in the University of South Australia (CELUSA)

### A.3 Definitions

<b>Word/Term</b>	<b>Definition</b>
Appeal	Requesting a review of a previous decision
Attendance	The presence of students in class during scheduled class time
Class	A scheduled teaching block
Counsellor	According to professional standards and required understandings, a <i>counsellor</i> actively listens and works to empower students to desire and bring about change in the way that they experience themselves, their personal circumstances and/or their academic studies
Defer or suspend enrolment	Temporarily put studies on hold (adjourn, delay, postpone)
Compassionate or compelling circumstances	Circumstances beyond the control of the student that have occurred since the student accepted an offer at SAIBT or CELUSA and have significantly impacted on the student's well-being or progress
Hardship/Trauma	Beyond the control of the student for example sudden loss of employment, family breakdown, victim of crime/accident
Immigration	Department of Home Affairs
International student	A student or applicant for admission to an academic program who is not a citizen of Australia or New Zealand, or who does not hold Permanent Residency status in Australia
Domestic student	A student who is a citizen of Australia or New Zealand, or holders of an Australian permanent visa.
Leave of absence	An approved suspension of a student's studies, where the student is currently enrolled in a SAIBT or CELUSA program

Medical certificate	<p>A signed statement from a registered medical practitioner, health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on their participation and/or attendance.</p> <p>A medical certificate may be issued by the following medical and health practitioners registered under the <i>Health Practitioner Regulation National Law</i>:</p> <ul style="list-style-type: none"><li>• medical practitioner</li><li>• psychologist</li><li>• chiropractor</li><li>• dentist</li><li>• optometrist</li><li>• osteopath</li><li>• physiotherapist</li><li>• podiatrist</li><li>• other health specialists as approved: <a href="http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx">http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx</a></li></ul>
Module	A single unit of study that counts towards completion of a program
Program	An approved combination of approved courses in which a student is enrolled
Registered medical practitioner	<a href="https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx">https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx</a>
Study period	<ul style="list-style-type: none"><li>• CELUSA – ten (10) teaching weeks unless a shorter period of study as per the student letter of offer and/or course progressions</li><li>• SAIBT – 12 teaching week trimester</li></ul>
Withdrawal from course	Formal withdrawal from a single unit of study offered during a study period
Withdrawal from program	Formal withdrawal from the primary award in which the student is enrolled

## A.4 Acronyms

<b>Abbreviation</b>	<b>Phrase or Word</b>
CELUSA	Centre for English Language in the University of South Australia
SAIBT	South Australian Institute of Business and Technology

## SECTION B - POLICY STATEMENT

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### B.1 Principles

Students can defer commencement of their course or temporarily suspend their enrolment once they have commenced studies in certain limited compassionate and compelling circumstances. Deferral, suspension or cancellation of enrolment may affect an International student's visa.

### B.2 Policy

#### 1 Leave of absence

- 1.1 Students who have commenced study in a program of study are eligible to apply for Leave of Absence. Leave of Absence is not an automatic entitlement. Each application for Leave of Absence will be treated on its merits and will depend on the student's academic history and reasons for the application.
- 1.2 Leave of Absence can be granted for up to one study period.
- 1.3 Students must lodge their Leave of Absence form before the end of the study period's last teaching week.
- 1.4 SAIBT and CELUSA will only approve a Leave of Absence request from International students for the following reasons:
  - Compassionate or compelling circumstances - supporting evidence may include a medical certificate or letter (e.g. funeral notice or death certificate) from a registered medical practitioner, psychologist, counsellor, or other appropriate professional
  - Hardship/Trauma- supporting evidence may include a medical certificate or letter from a registered medical practitioner, or other appropriate professional such as a psychologist, police officer or fire officer etc.
- 1.5 In the absence of documentary evidence, consideration may be given where the student provides a Statutory declaration outlining full details of the exceptional circumstances. In exceptional cases a student may have their Leave of Absence approved conditional on the receipt of supporting documentation. In the event of a student not supplying the supporting documentation, they will be treated as a withdrawn student from the date of application and cancellation fees will apply.
- 1.6 SAIBT and CELUSA will decide appropriate grounds for Leave of Absence on a case-by-case basis.
- 1.7 If a student's Leave of Absence application is approved they will be removed from all courses for that study period and awarded a Withdraw (W) grade. The **Fee Refund Policy** outlines any financial implications which may apply as a result of the Leave of Absence. SAIBT and CELUSA will undertake to ensure that International students are fully advised of the implications a Leave of Absence may have on their student visa and their intended return to study.
- 1.8 Students who are granted Leave of Absence must notify their intention to recommence their program of study at the time of application for leave. Students may be granted leave for up to one study period and will be expected to return for the commencement of the following study period.

- 1.9** International students are deemed to have ceased their study if they fail to re-enrol in any courses as advised in the re-enrolment information. This will result in the student's enrolment being terminated unless further leave has been applied for and approved. Under these circumstances a student will need to apply for re-admission.
- 1.10** SAIBT and CELUSA will advise Immigration where an International student has obtained approval for Leave of Absence but does not return to their studies by the agreed date.
- 1.11** Where a student is under 18, SAIBT and CELUSA also requires written evidence supporting the Leave of Absence from a parent or legal guardian.
- 1.12** Written approval from the relevant sponsoring body is required for sponsored students.
- 1.13** Domestic students are deemed to have taken a Leave of Absence if they fail to re-enrol in any courses. Students will be formally advised of their Leave of Absence, including re-enrolment dates for the following study period.

## **2 Deferral**

- 2.1** Students are permitted to defer their program on the following grounds:
  - Inability to gain a student visa in time for entry to their proposed course of study
  - Failure to meet entry requirements (either English or academic)
  - Compassionate or compelling circumstances
- 2.2** Students who have been offered a place at SAIBT or CELUSA but have not yet commenced their program may be eligible for deferral.
- 2.3** Deferrals are not granted automatically and are subject to approval.
- 2.4** Deferrals may not be available in every program or may be limited in number, such as where the program has a small intake, or other factors. In some courses deferral may be conditional, requiring the deferring student to meet specific entry requirements.
- 2.5** Students who have already commenced their program are not eligible for deferral. Students who wish to postpone their studies after commencing their first day of classes will be required to apply for a Leave of Absence.
- 2.6** SAIBT and CELUSA will normally only allow students to defer their studies twice. Deferral for a third time will be allowed only in exceptional circumstances.

## **3 Withdrawal from a program/single course**

- 3.1** Student may request to withdraw from their program at any time.
- 3.2** Students must request to withdraw from a single course before the end of the study period's last teaching week.
- 3.3** Decisions on a request will take into account information provided, circumstances leading to a request as well as regulatory requirements.
- 3.4** Students may be encouraged to attend a meeting with relevant Student Services Staff and/or the Academic Directorate. Depending on the time the request is submitted an academic and financial penalty may apply. To determine the financial penalties refer to the **Fee Refund Policy**.
- 3.5** Students withdrawing from their program/course and leaving Australia must provide a copy of their confirmed airline ticket indicating the date they intend to leave Australia together with their Withdrawal Form.

- 3.6 Where a student is under 18, SAIBT and CELUSA also requires written evidence supporting the withdrawal from a parent or legal guardian.
- 3.7 Written approval from the relevant sponsoring body is required for sponsored students.
- 3.8 Domestic students are deemed to have withdrawn from their program if they fail to re-enrol in any courses or notify SAIBT and CELUSA for two consecutive study periods.

#### 4 Suspension, cancellation (behavioural or academic misconduct)

- 4.1 SAIBT and CELUSA has an approved **Student Code of Conduct** and commits to providing a safe, caring and supportive environment to ensure that students are provided with opportunity to learn. SAIBT and CELUSA may initiate a suspension of studies for a student on the grounds of behavioural misconduct. Suspension or cancellation may occur as the result of any behavioural misconduct identified in the **Student Code of Conduct**.
- 4.2 Students may be reported to Immigration for academic or behavioural misconduct. Refer to the **Academic Integrity Policy** and the **Student Code of Conduct**.
- 4.3 Students notified of SAIBT and CELUSA's intention to initiate suspension of studies can access SAIBT and CELUSA Grievances and Appeals process.
- 4.4 A student who has lodged an appeal under the **Student Grievances and Appeals Policy** will remain enrolled and must attend class until the outcome of the appeal process, unless a risk exists to either the student or to others.
- 4.5 If suspended, students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student.

#### 5 Cancellation of enrolment

5.1 SAIBT and CELUSA will report to Immigration any student under the following conditions:

- Failure to pay course fees
- Failure to maintain approved welfare and accommodation arrangements (including the termination of the CAAW)
- Failure to maintain satisfactory course progress
- Failure to maintain satisfactory attendance
- Academic misconduct
- Behavioural misconduct

#### 6 Transfer of Provider

6.1 Students approved for deferral, leave of absence or withdrawal will not be granted subsequent approval to transfer.

## SECTION C - GOVERNANCE

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### C.1 Responsibility

<b>Identification</b>	Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy
<b>Policy Owner</b>	Student and Academic Services Manager
<b>Approving Authority</b>	SAIBT/CELUSA Executive Group
<b>Initial Issue date</b>	August 2010
<b>Directory Location</b>	Admissions and Student Services, Policies

### C.2 Version Control

<b>Current Version Number</b>	4.1
<b>Date of Effect</b>	9/2018
<b>Review Date</b>	3/2021
<b>Privilege Level</b>	Public

### C.3 Legislative and Organisational Context

<b>Name</b>
<a href="#">The National Code of Practice 2017</a>



## **SECTION D - PROCEDURE**

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### **D.1 Related Procedures**

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Procedure

### **D.2 Related Policies**

Fee Refund Policy

Academic Integrity Policy

Student Code of Conduct