

## Deferment, Suspension and Cancellation Policy

### 1. Purpose

- 1.1. ASOC has implemented a documented process for assessing, approving and recording a deferment of the commencement of study or suspension of study requested by an overseas student, including maintaining records of any decisions.
- 1.2. The purpose of this policy is to ensure that students are informed of the grounds on which their enrolment may be deferred, suspended or cancelled.
- 1.3. This policy is designed to reflect standard 9 of the National Code 2018 (Registered providers may only enable students to defer or suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances).
- 1.4. The purpose of this policy is to outline the circumstances in which the student can defer, suspend or cancel their enrolment with Australian School of Commerce (ASOC) and where ASOC can initiate the suspension or cancellation of the student's enrolment on grounds of compassionate or compelling circumstances or in the event of misconduct by students.

### 2. Scope

- 2.1. This policy applies to all International students and staff of Australian School of Commerce (ASOC).

### 3. Responsibility

- 3.1. CEO will be responsible for the implementation of this policy.
- 3.2. Decision to defer commencement of studies, suspend studies or cancel enrolment will be approved by the Administration Manager or authorised staff member of the Student Administration Department.
- 3.3. In confirming this decision, Student Administration Department may consult with other relevant departments in Australian School of Commerce (ASOC). Administration Manager or the authorised person will be responsible for confirming all necessary actions required under this procedure including notification on PRISMS and other record keeping.
- 3.4. ASOC will maintain records of all the decisions made by the School in terms of deferral, suspension and cancellation of students.

### 4. Definitions

- 4.1. **Deferral:** means delay or postponement of enrolment in, or the continuation of, a program of study for a period initiated by the student.
- 4.2. **Withdrawal** occurs when discontinuation of a program of study in which the student is enrolled is initiated by the student.
- 4.3. **Suspension:** To put studies on hold for a specified period. It means when a student, who has already started but has not completed his /her study or is given leave of absence so their training plan is suspended

with the clear intention that the student will recommence at an agreed date in the future (i.e. temporary suspension).

- 4.4. **Cancellation:** Termination of enrolment. It means when a student is removed from the current students' register at Australian School of Commerce before he/she has formally completed the planned training and other current qualifications. The student will not be eligible for any subsequent courses for which they may also be registered.
- 4.5. **Compassionate or compelling circumstances:** Circumstances that are generally beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:
- serious illness or injury, where a medical certificate states 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)
  - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
  - 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 affected the student (these cases should be supported by police or psychologists' reports).
  - where the registered provider was unable to offer a pre-requisite unit; or
  - inability to begin studying on the course commencement date due to delay in receiving a student visa.
- 4.6. **Extenuating circumstances:** Relating to welfare of student may include but are not limited to the following. The student:
- a. Overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
  - b. is missing;
  - c. has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing;
  - d. has engaged or threatens to engage in behavior that is reasonably believed to endanger the student or others; or
  - e. is at risk of committing a criminal offence
- Any claim of extenuating circumstances is required to be supported by appropriate evidence.
- 4.7. **Student Code of Conduct:** Code of conduct are certain rules and regulations that students are required to follow. These includes, but are not limited to,
- serious misbehavior,
  - Student failure to pay an amount required to pay in order to continue the course,
  - Breach of any course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

## 5. Requirements / Process

5.1. Students wishing to defer the commencement of studies, suspend their studies or cancel their enrolment must apply to do so in writing to ASOC. This can be done using the student deferral suspension form or the cancellation application form available from ASOC reception or on the ASOC website [www.asoc.edu.au](http://www.asoc.edu.au).

5.2. The form can be lodged using any one of the following methods;

- In person (preferred method): On Campus
  - Melbourne Campus: Level 4, 123-129 Lonsdale Street Melbourne, Victoria 3000 Australia
  - Hobart Campus: Level 4, 18 Elizabeth Street, Hobart Tasmania 7000 Australia  
(Reception or relevant Management Member)
- By Email: [info@asoc.edu.au](mailto:info@asoc.edu.au)
- By Mail:
  - For Melbourne Campus: Level 4, 123-129 Lonsdale Street Melbourne, Victoria 3000 Australia
  - For Hobart Campus: Level 4, 18 Elizabeth Street, Hobart Tasmania 7000 Australia

Applications must be submitted within 10 working days prior to the requested deferment/suspension date to enable sufficient time for the assessment process.

**Please note:** Applications will not be accepted any earlier than 10 working days prior to any deferral or suspension of a course. If the application is submitted in less than 10 working days prior to the requested deferment/suspension date (see 5.5 for response time), the processing and response may not be available at the requested time. Therefore, if the student chooses to depart, he/she is at risk of not obtaining approval from the School.

5.3. Students will be informed in writing with reason and the request will be processed if the student is granted a deferral, suspension or cancellation.

5.4. If the request is denied, the student will be informed in writing and provided with details of the Complaints and Appeals procedures of the School. Refer to the students Complaints and Appeals policy available at ASOC's website and/or on the student's handbook.

5.5. The response will be issued within **5 working days** after being received by the School.

5.6. ASOC will report to PRISMS and renewal of eCoE (if applicable) will be issued within 5 working days after the suspension or deferment date.

*#PRISMS is only applicable to International students*

5.7. It is the student's responsibility to collect revised eCoE from the School for any deferral/suspension made. ASOC will advise the Department of Home Affairs (DHA) of the revised end date of the course via PRISMS.

5.8. The student can also use the eCoE to inform the Department of Home Affairs (DHA) of the revised end date of the course where their visa requires extension.

5.9. ASOC will review the application and if appropriate, the current student history, and financial status before making a decision.

5.10. Requests for suspension will be denied for students who are subject to an intervention strategy, in the process of being cancelled for course progress, in arrears with the payments due (either as a result of the payment being due under the student agreement or as a result of payment being due under an agreed payment plan) or in breach of the Student Code of Conduct.

- 5.11. When students' studies are deferred or suspended, ASOC will update students details on PRISMS which will include student's contact details and the expected duration of the deferment or suspension and the date when deferment or suspension starts.
- 5.12. When a student's studies are terminated (whether by the student), in addition to the student's contact details, ASOC will update details on PRISMS of the day the student's studies are terminated and the last day of the student's studies.
- 5.13. The records of the decision will be kept in Student's file.

## 6. ASOC's initiated Deferral, Suspension and Cancellation

### i. ASOC's initiated Deferral

ASOC may defer an enrolment where the course is not being offered at the proposed date, site, or any other reason that ASOC deems necessary. In this unlikely event, the refund provisions for provider default will apply. In exceptional circumstances, Australian School of Commerce(ASOC) may be unable to deliver a unit or units because of factors beyond its control. Where this situation exists (or one or more of the units that cannot be delivered is a prerequisite unit) students can have their study load adjusted and a deferral may be applied for. This basis for deferral is only available if the student can schedule units of competency so that they can complete their studies within the approved duration.

### ii. ASOC's initiated Suspension or cancellation

Where a student has been identified as having breached ASOC's code of conducts (for e.g. misbehavior, failure to pay an amount required to pay in order to continue the course), the CEO shall be informed as soon as possible. All of the facts and evidence associated with the alleged misdemeanor or misbehavior must be presented to the CEO for due consideration.

If there has been a breach in course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

The CEO is responsible for deciding whether there has been a breach based on the evidence presented and for deciding the ensuing penalty (i.e. suspension or cancellation of enrolment). The CEO may take into account the type of misconduct that has occurred and the level of misconduct that occurred when deciding penalties.

Students will be advised in writing of the decision. Students will be given 20 working days to access ASOC's Complaints and Appeals procedures if they feel that the decision is unfair. Student's course variation will be notified in PRISMS. All relevant documentation will be retained securely and confidentially on the student's file.

### iii. ASOC's initiated Cancellation

ASOC has the right to cancel student's enrolment where student's misconduct is severe (as defined in the policy above). Students will be informed in writing of the intention and the reasons on why their enrolment has been cancelled.

Where the CEO has decided the misconduct is severe enough for cancellation, the following will occur:

- The student will be informed in writing of the reason and decision of the ASOC to cancel the student's enrolment.
- They will be informed of the fact that they have the right to appeal the decision through ASOC's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals) within 20 working days of the written notification.
- No action will be taken until the internal appeals process has been finalized unless there are extenuating circumstances relating to the student's welfare like overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- Students will also be informed that their student visa may be affected if ASOC notifies the Department of Home Affairs ("DHA") of the cancellation, their student visa may be affected.

Once the appeals process is finalised and the decision to cancel is upheld, ASOC will inform DHA through PRISMS of the intention to cancel the student's enrolment. The change will be reported to overseas student's enrolment under section 19 of the ESOS Act.

All copies of relevant documentation will be retained securely in the student's file.

Note: If ASOC initiates a suspension or cancellation of the overseas student's enrolment, before imposing a suspension or cancellation, ASOC will:

- inform the overseas student of that intention and the reasons for doing so, in writing
- advise the overseas student of their right to appeal through ASOC's internal complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

## **7. Deferral, Suspension or Cancellation of Enrolment Procedure (Students Initiated)**

ASOC has implemented and documented process for assessing, approving and recording deferment of the commencement of study or suspension of study requested by an overseas student, including maintaining a record of any decisions.

### **i. Students Initiated deferral**

A student wishing to defer an enrolment can do so prior to the commencement of the course.

Students must complete an 'Application to defer, suspend or cancel enrolment' and submit to the Student Administrations Department. An authorised person from the Administration Department will assess the applications.

A decision will be made within 5 working days. Students will be advised of the decision in writing. If approved, a student's course variation will be reported in PRISMS. Under exceptional circumstances within compassionate and compelling grounds, and at the discretion of ASOC, you may be permitted to defer commencement of a course up to two (2) weeks after the published course start date. If you arrive later than two (2) weeks after the course start date, you will need to defer to the next term. This deferral will be formally granted by ASOC. All relevant documentation will be kept on the student's file.

### **ii. Student initiated suspension**

Students who wish to suspend their studies should first speak to the Administration Manager or any ASOC's staff from the Administration Department to ensure that they understand the reasons where suspension may be granted. The application form is available on ASOC's website [www.asoc.edu.au](http://www.asoc.edu.au) and can also be made available from the reception.

The application form must be completed and submitted to the Administration Manager or Student Administration Department. The School may decide to accept an application from a student for deferral of commencement or suspension of study on the following grounds:

- a. On medical grounds (with supporting documents). Further documental evidence may be requested at the discretion of the School; or
- b. In exceptional compassionate and compelling circumstances beyond the students control and which affects the student's course progress or wellbeing, such as serious illness, bereavement of close family members, major political upheaval or natural disaster, a traumatic experience or another exceptional event. Independent evidence of the exceptional circumstances is required for the application to be assessed.

Criteria of accessing an exceptional event would include:

- Nature of the event e.g. that it is exceptional event
- Beyond the student's control — it cannot be scheduled at another time.
- Likelihood to effect student's wellbeing e.g. there are compassionate circumstances - if they do not attend, it will upset them and impact on their ability to study effectively and successfully.
- Impact on course progress e.g. the impact of the length of time away on course progress and how the student intends to ensure completion within duration.

**Note:** the wedding of a family member or friend, a cultural celebration that is also celebrated by the community in Australia, or a holiday are not reasons for a deferment.

Applications will be assessed and decision will be taken by Administration Manager or an authorised staff member from the Administration Department.

Where a suspension of enrolment is granted, ASOC will suspend the student's enrolment for an agreed period of time - to a maximum of 12 months. Deferment/Suspension fees of \$250 will be charged. Students can reapply for suspension which shall be done prior to 10 working days of the expiry of their previous suspension period. A fee of \$250 will be charged for re-applying for suspension and a maximum of 3 months\* of suspension will be granted.

Students will be informed in writing of the outcome of their application for suspension and advised that it may affect their student visa. The student's course variation will be recorded in PRISMS. All relevant documentation for the suspension will be kept on the student's file.

\*Each case will be accessed individually.

### iii. Student initiated cancellation

Students wishing to cancel their enrolment should advise ASOC as soon as possible and complete wherever possible an 'Application to defer, suspend or cancel enrolment' and submit it to the Administration Department.

Students wishing to cancel their enrolment prior to completing 6 months of study in their principal course must provide a letter of offer from an alternative provider. This is required under Standard 7 of the National Code 2018 and further information can be gained from the 'Transfer between Providers Policy and Procedure'.

Upon receipt of an application to cancel, the student's course variation will be noted in PRISMS as soon as possible. All relevant documentation for the cancellation will be kept in the students file.

Please note: If student applies for suspension or cancellation, he/she will be required to pay all the outstanding charges\*\*. As per the payment plan, fees must be paid prior to applying for suspension or cancellation. An additional fee of \$250 will be charged for deferment, suspension.

\*\*The total fees due during the suspension period will be accounted as the outstanding fees.

## 8. Students Right to appeal (Complaints and Appeals)

- 8.1. Student has the right to appeal through ASOC's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days from the date of issue.
- 8.2. The suspension or cancellation of the student's enrolment will not take effect until the internal appeals process is completed, unless there are extenuating circumstances relating the student's welfare like overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- 8.3. If the appeal is not upheld or the student withdraws from the appeal process, then the School will report the student to the Department of Education and Department of Home Affairs (DHA) via PRISMS (applicable only to international students).
- 8.4. Refer to ASOC's Complaints and appeals policy and procedure for detailed information on ASOC's website [www.asoc.edu.au](http://www.asoc.edu.au) or ASOC's student handbook.

**Note:** When there is any deferral, suspension or cancellation action taken, students must seek advice from Immigration on the potential impact on his or her student visa.

ASOC will report the change to the overseas student's enrolment under section 19 of the ESOS Act.

### Related Documents

Application form-Defer, Suspend, Cancel (Appendix 1)

## Application form- Defer, Suspend

| Student's Personal Details  |   |  |  |  |
|---|---|--|--|--|
| <b>Full Name:</b>   |   |  |  |  |
| <b>Student ID:</b>  |   |  |  |  |
| <b>Course Code &amp; Name:</b>  |   |  |  |  |
| <b>Address:</b>   |   |  |  |  |
| <b>Post Code:</b>   |   |  |  |  |
| <b>Phone no:</b>  |   |  |  |  |
| <b>Email ID:</b>  |   |  |  |  |
| Request for: (Please tick the following)  |   |  |  |  |
| <input type="checkbox"/> <b>Deferment</b>   | From:   |  | Till:  |  |
| <input type="checkbox"/> <b>Suspension</b>  | From:   |  | Till:  |  |
| Please tick the reason for request.   |   |  |  |  |
| <input type="checkbox"/> Medical Grounds  | <input type="checkbox"/> Compelling/compassionate Reasons | <input type="checkbox"/> Future intake/Date            |  |  |
| <input type="checkbox"/> Work Commitments   | <input type="checkbox"/> Financial Circumstances          | <input type="checkbox"/> Transferred to another course |  |  |
| <input type="checkbox"/> Visa Cancellation  | <input type="checkbox"/> Others; Please specify           |  |  |  |
| Please mention the reason in detail:  |   |  |  |  |
| _____   |   |  |  |  |
| _____   |   |  |  |  |
| _____   |   |  |  |  |
| International students must state the reason and provide documentation for deferring/suspending their studies as ASOC is required to notify this information to the Department of Home Affairs (DHA) via PRISMS.  |   |  |  |  |
| Documents attached:   |   |  |  |  |
| <input type="checkbox"/> Medical Certificate  | <input type="checkbox"/> Travel Documents                 | <input type="checkbox"/> Mails                         | <input type="checkbox"/> Supporting certificates |  |
| <input type="checkbox"/> Others; please specify   |   |  |  |  |
| Points to be noted:   |   |  |  |  |
| <ul style="list-style-type: none"> <li>• Please note that the School will grant a deferral of your commencement or temporary suspension of your studies only if there are compelling and compassionate circumstances and the evidence for the following has been attached.</li> <li>• Students are advised to seek advice from the Department Home Affairs on the potential impact on their student visa due to deferral, suspension or cancellation.</li> <li>• In case where deferral or suspension has not been granted, students are required to attend their classes at ASOC as per their course schedule. Failure to do so may be seen as abandoning studies and students may be reported to the Department of Home Affairs.</li> </ul> |   |  |  |  |





- Students have the right to appeal through ASOC’s complaints and appeals process, in accordance with standards 10 (Complaints and appeals) of the National Code 2018, within 20 working days. The deferment, suspension or cancellation will not take effect until the internal appeals process is completed, unless the overseas student’s health or wellbeing, or the wellbeing of others, is likely to be at risk.

**Please note:** It is advised that students should not leave the country unless student has a valid deferment or suspension, as cancellation of enrolment and abandoning your studies might lead to cancellation of your visa and you may not be allowed to enter into Australia.

**Students Declaration:**

I understand that suspension or deferral may result in extension of my course duration and an extended CoE. I also understand that deferment/suspension may affect my student’s visa and I need to seek advice from the Department of Home Affairs (DHA) Affairs on the potential impact on my student visa.

- I have been advised of all the relevant consequences of the outcome of my request.
- I have been advised of all the relevant information in relation to the request made on this form.
- I am aware of my right to appeal.

**Student Signature:**

**Date:**

**Office use only:**

|   |  |  |              |  |
|---|--|--|--------------|--|
| <b>Authorised person approval</b>       | <b>Name</b>  |  |              |  |
|   | <b>Signature</b>   |  | <b>Date:</b> |  |
| <b>Decision of Request</b>              | <input type="checkbox"/> <b>Granted</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Not Granted</b></span> |  |              |  |
| <b>Decision granted/not granted by:</b> | <b>Name:</b>   |  |              |  |
|   | <b>Signature:</b>  |  | <b>Date:</b> |  |
| Course Adjustment (If required):        |  |  |              |  |