

## **COLLEGE-INITIATED DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT POLICY AND PROCEDURE**

### **1. PREAMBLE**

The College is committed to enabling and supporting students to enhance positive experience and outcomes. It also expects good conduct and ethical practices from students. As the College strives to be a socially-responsible, industry-leading and supportive educational institution. Ensuring a due process for deferment, suspension and cancellation of enrolment is critical for College's integrity and reputation.

### **2. PURPOSE**

The purpose of this policy and procedure is to ensure the college meets the requirements of the programs of study and the policies approved by the Academic Board regarding deferment, suspension or cancellation of enrolment by the college, of a particular student, pursuant to the ESOS Act and National Code.

### **3. SCOPE**

This policy applies to students whose enrolment the college has committed to defer, suspend or cancel.

### **4. GROUNDS FOR DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT**

4.1 The college may defer or suspend a student's enrolment for serious reasons that, in the college's view, warrant such action.

4.1.1 Deferment or suspension may be justified if the student has requested it and the College believes there are compassionate or compelling circumstances.

4.1.2 Suspension or cancellation of enrolment may be on the basis of misconduct. This may include:

- a. Stealing from the college or a peer
- b. A serious breach of college rules or Code of Conduct
- c. A failure to comply with reasonable requests from a college employee or contractor
- d. A threat whether direct or indirect to staff, peers or others

- e. A breach of enrolment conditions
  - f. Offensive conduct
  - g. Failing to meet the requirements of the course progress policy
  - h. Cheating, plagiarism or other forms of misconduct that are considered, by the college, to be serious or repetitive in nature
- 4.1.3 Failure to pay fees when they are due as stated in the Student Written Agreement will also constitute grounds for suspension or cancellation.
- 4.2 If the college initiates a suspension or cancellation of enrolment action, before imposing the sanction it will write to the student indicating its intentions. The letter will clearly state:
- the decision
  - the reasons for the decision
  - that the student has twenty working (20) days to access the college's appeals process if the student wishes for an appeal to occur. If the appeals process is initiated, the college will maintain the student's enrolment until the internal appeals process is concluded.
- 4.3 If the suspension of enrolment is upheld, the College will:
- Inform the to seek advice from Immigration on the potential impact on their student visa
  - Notify the Department of Home Affairs.
- 4.4 In all cases, the student will be afforded natural justice and will be provided with an opportunity to explain, clarify and defend their view to the College. The College believes in fairness and equity in all its dealings and will afford the student every chance to defend their position.