



# DEFERRAL SUSPENSION CANCELLATION WITHDRAWAL POLICY

## 1.0 PURPOSE

To provide a documented process in Global College Australasia **RTO ID: 45088 CRICOS ID: 03564F** for assessing, approving, and recording a deferment of the commencement of study or the suspension of study for the overseas student, including keeping documentary evidence on the student's file of the assessment of the applications. GCA understands that students who do not submit assessments and maintain course progression are in breach of their visa conditions.

## 2.0 SCOPE

This policy and procedure, including guidelines, pertain to every enrolled international student at GCA.

This policy & procedure relates to the following RTO Standards: 1.1; 1.2 and 1.7

This policy & procedure aligns to Standards 6, 8, 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018

## 3.0 DEFINITIONS

The below **Definitions** act as a guideline for students who wish to apply for a deferral, suspension, cancellation, or withdrawal of their course. GCA highly advises a student to seek advice from their migration agent and/or the Student Support prior to application:

- A. Deferral** means to delay a course in which a student has been enrolled but which has not yet commenced to another commencement date.
- B. Suspension** means to temporarily delay the enrolment of a course which has already commenced to a future date. The ideal period for a course suspension is between 5 weeks and 6 months.
  - *GCA will not suspend a course for more than 6 months. Should a student wish to suspend their course for longer than 6 months, the student should withdraw and reapply for enrolment in GCA.*



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- *Should a student need to suspend their course for less than 5 weeks, the student should apply for an approved leave request. (See the GCA-approved leave request policy.)*

**C. Cancellation** refers to the GCA-initiated cancellation of one or more courses in which a student has enrolled.

**D. Withdrawal** means that a student wishes to withdraw from a course and:

- Transfer to another course in GCA, or
- Transfer to another course provider, or
- Stop any further study.

**E. Compassionate or Compelling Circumstances** are defined as circumstances beyond the control of the student that have an impact on the student's course progress or well-being. 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 a natural disaster in the home country requiring emergency travel that has impacted the student's studies.
- Inability to begin studying on the course commencement date due to a delay in receiving a Student visa.
- A traumatic experience, which could include:
- Involvement in or witnessing a serious accident; or
- Witnessing or being the victim of a serious crime where these experiences have impacted the student (cases should be supported by police or psychologist's reports).

**F. Student Misconduct.** Misbehaviour is defined as students who display unacceptable behaviour in accordance with the Student Handbook and Code of Conduct to ensure all students receive equal opportunity to gain the maximum benefit from their training. Any person(s) displaying the following dysfunctional or disruptive behaviour may be asked to leave the session and/or the course. Examples of unacceptable behaviour include but are not limited to the following:

- Continuous interruptions of the trainer.
- Smoking in non-smoking areas.



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- Being disrespectful to other participants.
- Harassment by using offensive language.
- Sexual harassment.
- Acting in an unsafe manner that places themselves and others at risk.
- Refusing to participate, when required, in group activities.
- Continued absence or late arrival.

**G. COE:** Confirmation of enrolment.

### 4.0 POLICY STATEMENT

- 4.1** GCA may only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.
- 4.2** This policy outlines GCA's procedure for assessing, approving, and recording a deferment of the commencement of study or suspension of study for the student in accordance with the requirements of the National Code and ESOS Act.
- 4.3** Any student applying for a deferral, suspension, and/or withdrawal of their course must provide sufficient, adequate, accurate, and relevant supporting documents.

### 5.0 GCA INITIATED DEFERRAL, SUSPENSION, CANCELLATION, AND WITHDRAWAL

- 5.1** In accordance with the National Code, GCA can defer or temporarily suspend a student's enrolment on the grounds of:
- A.** Compassionate or compelling circumstances.
  - B.** Serious misbehaviour by the student.
  - C.** Failure to comply with the Contract Agreement for Course Progress and Attendance and any formal warning issued by GCA against these processes.
  - D.** The non-payment of course fees, in accordance with the Contract Agreement and Payment Schedule.
- 5.2** In any given situation that leads to a deferment, temporary suspension, or cancellation of studies instigated by GCA, formal written notification will be provided to the student. In turn, the student shall have 20 working days to access GCA's Internal Complaints and Appeals process. The deferment, temporary suspension, or cancellation of studies cannot take effect until the Internal



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Complaints and Appeals process has been completed unless Extenuating Circumstances relating to the welfare of the student apply.

**5.3** At the completion of the complaints and appeals process, should the deferment, temporary suspension, or cancellation of studies be upheld by the complaints and appeals hearing, GCA will update PRISMS as required under the ESOS Act.

**5.4** Students are informed that cancellation of their enrolment may affect their student visa status.

**5.5** All documentation relating to the assessment of student cancellation applications will be kept in the student's file and recorded in the student's file and Dropbox folder.

### **6.0 STUDENT INITIATED DEFERRAL, SUSPENSION, CANCELLATION, AND WITHDRAWAL**

**6.1** In accordance with the National Code, students may, through a formal agreement with GCA, be given permission to defer commencement, temporarily suspend their studies during the course, or be granted a leave of absence. This may only occur on the grounds of:

- A.** Compassionate or Compelling Circumstances.
- B.** Student visa delay.

### **6.2 DEFERRAL**

**6.2.1** Student initiated deferral of enrolment prior to course commencement.

- a)** In the event that a student desires to defer their course before its scheduled start date following the issuance of a Confirmation of Enrolment (COE), the student is required to apply in writing to GCA for course deferment.
- b)** The deferral process will involve the Admissions Team, who will assess the grounds for deferral, encompassing potential reasons, such as but not limited to:
  - Delay in granting of student visa.
  - Visa granted close to the intake date, or
  - Compassionate or compelling circumstances.
- c)** Once GCA has processed the deferral request, the student will receive written correspondence of the outcome
- d)** Based on the evidence, the student will be sent a new Letter of Offer with a new commencement date.





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- e) Once the new Letter of Offer is accepted and signed by the student, a new COE will be issued by the Admissions Team.
- f) Student-initiated deferral or suspension after course commencement: students can apply to GCA to defer or temporarily suspend their studies if they have evidence of Compassionate or Compelling Circumstances.

### 6.2.2 DEFERRAL PROCEDURE

- a) Complete the "Defer, Suspend, Cancel, and Withdrawal (DSCW) Form", which can be accessed from GCA's website or by emailing [studentsupportfd@globalcollege.edu.au](mailto:studentsupportfd@globalcollege.edu.au), or
- b) Meet with Student Support at reception and request a form to be sent to their email.
- c) Email the completed form to [studentsupportfd@globalcollege.edu.au](mailto:studentsupportfd@globalcollege.edu.au) with all supporting documentation demonstrating Compassionate or Compelling Circumstances.
- d) The Senior Administrative Coordinator will evaluate and assess the student's request for deferment or suspension. The student might also be requested to attend a meeting with the Senior Administrative Coordinator.
- e) If deferral or suspension is approved, the student will be notified in writing by the Senior Administrative Coordinator, who will review the application. Please note:
  - Deferrals and suspension will only be granted to students under Compassionate or Compelling Circumstances, which may be beyond the student's control for a maximum of 6 months only.
  - GCA will use its own professional judgment and will assess each case on its individual merits. When determining whether Compassionate or Compelling Circumstances exist, GCA will consider certified documentary evidence to support the claim.
- f) All documentary evidence will be kept on the GCA student's file and tracking record in the Student Management System (VETtrak).
- g) The GCA will notify the student that deferring or suspending their course may affect his or her student visa.
- h) The GCA will also notify the Department of Home Affairs (DoHA) via the PRISMS systems that it is deferring or suspending a student's enrolment for a period, which will affect the end date of the COE.
- i) The student's original COE will be cancelled in PRISMS, and GCA will be offered the opportunity to create a new COE with a more appropriate end date. If the end date of the COE is not affected, then a new COE does not have to be issued, but the information regarding a student's deferral and/or suspension is recorded in the Student Management System (VETtrak) for future reference.
- j) If GCA is not able to determine when the student will return, GCA may choose not to create a new COE at that point but to wait until the student has notified GCA of the intended date of return before creating a new COE.



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### 6.3 CANCELLATION

A GCA student may choose to cancel their course at any time, either before or after the course start date, if they have a genuine reason to cancel their course and all fees are paid and/or up to date. To cancel their course, students must follow the process below:

- a) Complete the "DSCW Form" and email it to the Senior Administrative Coordinator via [studentsupportfd@globalcollege.edu.au](mailto:studentsupportfd@globalcollege.edu.au) with all supporting documentation.
- b) Meet with Student Support at reception and request a form to be sent to their email.
- c) The student will be advised to attend an interview to discuss their reasons for cancellation.
- d) Whilst a determination is being made, the student is required to attend all scheduled classes until they have been notified of the outcome of their application for cancellation.
- e) GCA will notify the Department of Home Affairs (DoHA) via PRISMS within 7 days after the event date of course cancellation. The student will be notified that this may affect their student visa.
- f) GCA is under no obligation to reinstate any student's enrolment if they have cancelled their enrolment. A student may reapply if they have cancelled their enrolment, following normal admissions processes and are subject to any relevant Department of Home Affairs restrictions that may apply.

### 7.0 GUIDELINES AND IMPLICATIONS OF DEFERRAL, SUSPENSION, OR CANCELLATION

**7.1** Should a student's enrolment be suspended for a period of 28 days or longer, the student must return home unless special circumstances exist.

**7.2** Students are to be made aware that:

- A. Students can only temporarily suspend enrolment for a maximum period of six months.
- B. Deferral, suspension, or cancellation of enrolment may affect the student's visa.
- C. If the enrolment is suspended for a period greater than six months, the student's visa may be cancelled by the Australian Department of Home Affairs.

### 8.0 ROLES AND RESPONSIBILITIES

**8.1** All documentation relating to deferment, temporary suspension, or cancellation of studies will be kept in the student's file.

**8.2** In addition, any discussions with the student and relevant staff members relating to the deferment, temporary suspension, or cancellation of studies will be recorded and placed as minutes in the student's file, as well as being noted in the Student Management System.



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### 9.0 REPORTING PROCESS GCA INITIATED

- A. A GCA staff member completes and submits a Deferral, Suspension, Cancellation, and Withdrawal (DSCW) form with any supporting evidence to the GCA Student Support Officer.
- B. The Student Support Officer records the DSCW form in the DSCW register and then forwards the form to the Senior Administrative Coordinator.
- C. The Senior Administrative Coordinator will assess the request and evaluate any supporting evidence, considering the current academic progress of the student.
- D. The Senior Administrative Coordinator will inform the student of the decision in 20 working days with the intended course of action with the DSCW outcome, along with the student's right to appeal the decision in accordance with the GCA Complaints and Appeals Policy.
- E. At the completion of the complaints and appeals process, should the deferment, temporary suspension, or cancellation of studies be upheld by the complaints and appeals hearing or 'Extenuating Circumstances relating to the welfare of the student apply', then GCA will inform PRISMS as required under the ESOS Act.
- F. The Student Support Officer is to place all documents in the student's file and record the outcome on the Student Management System (VETtrak) and update/report the student's COE via PRISMS accordingly.

### 10.0 REPORTING PROCESS STUDENT INITIATED

- A. The student completes and submits a DSCW form with any supporting evidence to the GCA Student Support Officer.
- B. The GCA Student Support Officer records the DSCW form in the DSCW register and forwards the form to the Senior Administrative Coordinator.
- C. The Senior Administrative Coordinator will assess the request and evaluate any supporting evidence while considering the current academic progress of the student.
  - A formal meeting may be requested.
  - The Senior Administrative Coordinator must inform the student of changes in enrolment status and study duration prior to the outcome.
- D. The Senior Administrative Coordinator will respond in writing to the student to confirm the decision.
  - Successful outcome: the Senior Administrative Coordinator informs the student in writing in 20 working days.
  - Unsuccessful outcome: the Senior Administrative Coordinator will inform the student of the decision and the intended course of action in 20 working days, along with the student's right to appeal the decision in accordance with the GCA Complaints and Appeals Policy.





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- E.** At the completion of the complaints and appeals process, should the deferment, temporary suspension, or cancellation of studies be upheld by the complaints and appeals hearing or 'Extenuating Circumstances relating to the welfare of the student apply', GCA will inform PRISMS as required under the ESOS Act.
- F.** The Student Support Officers are to place all documents in the student's file and record the outcome on the Student Management System (VETtrak) and update the student COE via PRISMS accordingly.

### 11.0 QUALITY ASSURANCE

- A.** The Quality Advisor will provide an annual review of the marketing materials and provide any outstanding issues in a report to the CEO for action.
- B.** The Director and CEO are ultimately responsible for ensuring compliance is maintained.

### 12.0 RELATED DOCUMENTS

Related documents include the Marketing checklist, Prospectus, , GCA student handbook, GCA website, along with the Student Information Guide. The policy is in conjunction with Complaints and Appeals and Financial Management policy.

### 13.0 POLICY REVIEW

This policy will be reviewed every 12 months from version date or any legislative, regulation or policy update applicable each year.