



International Student Deferral, Suspension and Cancellation Policy and Procedure

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Related Policy/Procedure:	➤ Student Complaints and Appeals Policy		

International Student Deferral, Suspension and Cancellation Policy and Procedure

Purpose

This Policy sets out how Lyons College will deal with international students who request to defer or suspend their enrolment in a VET or higher education (subject to approval) course of study.

Scope

This Policy applies to all international students wishing to defer or suspend their VET or higher education (subject to approval) course of study with the intention to recommence.

Deferral Policy and Procedure

Deferral of enrolment is when a student has been granted admission to a VET or higher education (subject to approval) course of study at Lyons College, but has not yet commenced.

International students may apply for deferral of their enrolment for a maximum of three (3) months. Students must complete the Deferral or Suspension of Enrolment Request Form and provide evidence to support their application. The completed form and evidence must be provided to the Student Administration Team. Applications for deferral must be submitted prior to the course commencement date.

International students may request to defer commencement of their course in the following circumstances:

- on the grounds of compassionate or compelling circumstances; or
- delays in the granting of their student visa.

The CEO, Dean or the Administration Manager will decide whether to grant the deferral of commencement. The decision maker will provide the outcome of the application in writing within five (5) business days of receiving the complete application form and supporting documents.

In considering an application for deferral the decision maker will take into account a number of factors including:

- the impact on the student's duration of study;
- whether intervention or other support strategies are needed to ensure that the student completes the course on time or whether an extension of duration is needed;
- the purpose and period of the deferral;
- the reliability of the evidence presented with the application;
- the frequency that the student has previously sought deferral;
- the timing of the request and whether it coincides with proposed reporting for breach of visa conditions

If the deferral of commencement is approved and it affects the student's expected completion date shown on their Confirmation of Enrolment (CoE), the student will receive a new CoE and will have to sign a new Student Agreement to reflect the applicable changes.

Where a request for deferral is not approved, the student will be required to attend their scheduled classes and complete their assessment tasks. Students can appeal the initial decision under the Student Complaints *and Appeals Policy and Procedure* within twenty (20) business days of receiving the outcome in writing from Lyons College.

Lyons College will maintain a record of all decisions made in the International Student Transfer, Deferral and Suspension Register. Lyons College will retain this information for at least five (5) years from the time the students ceases being a student.

Where a deferral is granted, Lyons College will inform the international student of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa.

Where a deferral is granted which changes the completion date on the CoE, Lyons College will report the change to the overseas student's enrolment under section 19 of the ESOS Act on the PRISMS system.

Student Initiated Suspension Policy and Procedure

Suspension of enrolment is when an international VET or higher education (subject to approval) student has commenced study at Lyons College, and they wish to place their enrolment on hold temporarily. Applications for temporary suspension of enrolment will only be considered where the student has paid full fees for the course.

International students may apply for temporary suspension of their enrolment for a maximum period of three (3) months. Students must complete the Deferral or Suspension of Enrolment Request Form and provide evidence to support their application. The completed form and evidence must be provided to the Student Administration Team.

International students may request to suspend their enrolment of a VET or higher education (subject to approval) course in the following circumstances:

- on the grounds of compassionate or compelling circumstances; or
- delays in the granting of their student visa (where the student has applied on shore).

The CEO, Dean or the Administration Manager will decide whether to grant the temporary suspension of enrolment. The decision maker will provide the outcome of the application in writing within five (5) business days of receiving the complete application form and supporting documents.

In considering an application for suspension, the decision maker will take into account a number of factors including:

- the impact on the student's duration of study;
- whether intervention or other support strategies are needed to ensure that the student completes the course on time or whether an extension of duration is needed;
- the purpose and period of the deferral;
- the reliability of the evidence presented with the application;
- the frequency that the student has previously sought deferral;
- the timing of the request and whether it coincides with proposed reporting for breach of visa conditions

If the temporary suspension is approved and it affects the student's expected completion date shown on their Confirmation of Enrolment (CoE), the student will receive a new CoE and will have to sign a new Student Agreement to reflect the applicable changes.

Where a request for temporary suspension is not approved, the student will be required to attend their scheduled classes and complete their assessment tasks. Students can appeal the initial decision under the Student Complaints and Appeals Policy and Procedure within ten (10) business days of receiving the outcome in writing from Lyons College.

Lyons College will maintain a record of all decisions made in the International Student Transfer, Deferral and Suspension Register. Lyons College will retain this information for at least five (5) years from the time the student ceases being a student.

Where a student initiated suspension is granted, Lyons College will inform the international student of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa.

Where a student initiated suspension is granted which changes the completion date on the CoE, Lyons College will report the change to the overseas student's enrolment under section 19 of the ESOS Act on the PRISMS system.

Lyons College Initiated Suspension and Cancellation Policy and Procedure

Lyons College may suspend an international student's enrolment due to non-payment of fees as required in the Student Agreement, or where the student breaches Lyons College Policies and/or Code of Conduct. Suspensions and cancellations will be initiated by Lyons College after consideration of all of the evidence presented.

Grounds for suspension or cancellation of the international student's enrolment include, but are not limited to:

- on the grounds of compassionate or compelling circumstances;
- serious misconduct or misbehaviour by the student;
- bullying and/or harassment conducted by the student;
- the student's failure to pay an amount required to Lyons College as set out in their Student Agreement or Fee Payment Agreement; or
- a breach of course progress requirements by the international student which must occur in accordance with Standard 8 (Overseas student visa requirements).

Before imposing a deferral, suspension or cancellation of enrolment, Lyons College will:

- inform the student of the intention and the reasons for doing so, in writing; and
- advise the student of their right to appeal through Lyons College's internal complaints and appeals process within 20 business days.

When any deferral, suspension or cancellation action is taken, Lyons College will:

- inform the student of the need to seek advice from the Department of Home Affairs on the potential impact on their visa; and
- report the change to the student's enrolment on PRISMS under section 19 of the ESOS Act.

The deferral, suspension or cancellation of the student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing of others is likely to be at risk.

If the student's appeal is successful that is, the decision is made not to cancel or suspend the student's enrolment; the student will be placed on an Intervention Strategy to ensure that the behaviour/breach is not repeated. Students will then be counselled as to the consequences of a suspension or cancellation of their enrolment should the issue continue.

Lyons College will maintain a record of all decisions made in the International Student Transfer, Deferral and Suspension Register. Lyons College will retain this information for at least five (5) years from the time the students ceases being a student.

Where a Lyons College initiated suspension is made, Lyons College will inform the international student of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa.

Where a Lyons College initiated suspension is made which changes the completion date on the CoE, Lyons College will report the change to the overseas student's enrolment under section 19 of the ESOS Act on the PRISMS system.

International Student Deferral or Suspension of Enrolment Request Form

Instructions to students:

Please complete all relevant sections of this form and attach any evidence you think is required.

Please submit the completed Form and required evidence in person to Student Administration or email it to admissions@lyons.edu.au

Student Details			
Student ID (if known)		Title	
Surname		Date of Birth	
First Name		Nationality	
Contact Details			
Email Address		Email Address 2	
Mobile Phone		Home Phone	
Home Address			
Number and Street			
Suburb		State	
Postcode		Country	
Course Details			
Name of Course			
Course Code			
Commencement Date			
Deferral or Suspension of Enrolment			
I want to	<input type="checkbox"/> Defer commencement		<input type="checkbox"/> Temporarily suspend enrolment
From Date		Return Date	
Please note that a request for deferral or suspension of enrolment is for a maximum period of three (3) months.			
Reason for Deferral or Suspension (please tick one)			
<input type="checkbox"/> Compassionate Reasons		<input type="checkbox"/> Delay in granting of student visa	
<input type="checkbox"/> Other (Provide Details)			
Student Declaration (please tick all to acknowledge you have read and under these)			
<input type="checkbox"/> I understand that by completing and signing this form, I am requesting a deferral or suspension of my enrolment from my studies at Lyons College.			
<input type="checkbox"/> I understand that if the deferral or suspension is approved, I may be issued a new Confirmation of Enrolment and be required to sign a new Student Agreement.			
<input type="checkbox"/> I understand that if the deferral or suspension is not approved, I will be required to attend my scheduled classes and complete my assessment tasks.			
Signature (Student)		Date:	