



# CANNING COLLEGE

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## DEFERRAL, SUSPENSION OR CANCELLATION POLICY

### **A student's enrolment can be deferred or temporarily suspended for compassionate grounds or exceptional circumstances, such as:**

- > severe medical illness of the student or a member of their family;
- > death in the student's family;
- > medical condition while undertaking studies including pregnancy; and
- > a natural disaster which affects the student or their family.

Prior to lodging an application to defer it is recommended students contact the Department of Home Affairs to discuss how this may impact their visa. Should the student decide to proceed they must complete the Application to Defer.

The application must detail the reason(s) for requesting to defer or suspend studies and include documents to substantiate exceptional circumstances.

If a student is under 18 years of age written support from the student's parent or legal guardian to support the application is required.

When a deferral or temporary suspension is approved, students will be advised in writing of the deferral period and the new commencement date. The Department of Home Affairs will be informed of the change relating to the student's course of study, which may affect their visa status.

### **Please note**

Deferral of a student's enrolment may result in an increase in tuition, resource and material fees. If a student defers their enrolment, they will be required to pay the fees which apply at the new commencement date.

Confirmation of Enrolments (CoEs) for the revised period will not be issued until all additional fees and charges are paid in full.

If the deferral or temporary suspension is refused, the student will be advised in writing and will have 20 working days to lodge an appeal (refer to the Complaints and Appeals Policy further in this offer documentation).

### **Suspending or cancelling enrolment**

A student's enrolment can be suspended or cancelled if they have breached the Canning College Code of Conduct. Suspensions and cancellations will be executed after considering all the evidence presented. Depending on the breach the student may be excluded from classes during this time.

- > The student will be notified in writing of the decision to suspend or cancel their enrolment and advised that they have 20 working days to access Canning College appeals process (refer to the complaints and appeals process).
- > If the decision is to suspend or cancel the student enrolment Canning College will inform the Department of Home Affairs of the change of circumstances relating to the student's course of study. This may affect the student's visa status.
- > If the student's appeal is successful and the decision is not to suspend or cancel their enrolment, Canning College will place the student on an intervention strategy to ensure the behaviour/breach is not repeated.
- > The student will be counselled as to the consequences of a suspension or cancellation of enrolment should the issue continue.