



Deferring, Suspending or Cancelling International Student's Enrolment

Purpose

To set out the circumstances and processes that relate to deferrals, suspensions and cancellation of international students' enrolment at Australian Institute of Business (AIB).

Definitions

"Commonwealth Department of Education" refers to the relevant Commonwealth department responsible for Higher Education and Australian International Education (Student Visa holders) administration.

"Compassionate or compelling circumstances" are those beyond the control of the student and which have an impact on the student's course progress and/or wellbeing, such as serious illness or injury (as supported by medical certification), death of a close family member, traumatic experience (as supported by a police, psychologist or other official report), a delay in the issue of a Student Visa by the relevant Commonwealth authority, or other such event. AIB shall assess each case on its individual merit and as per documentary evidence available / as requested.

"Deferment" of studies means to 'temporary postponement' of studies as initiated by either AIB or a student

"ESOS Act" means the Education Services for Overseas Students Act 2000 and all association legislation including the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 ("National Code").

'international student' means any student studying at the AIB Adelaide campus on a student visa.

"PRISMS" means the Provider Registration and International Students Management System pursuant to the ESOS Act.

'suspension' of studies means a 'temporary postponement' of studies as initiated by either AIB or a student

Deferrals – compassionate or compelling circumstances

AIB shall only approve or initiate a deferral for international students in circumstances that it considers, in its absolute discretion, are compassionate or compelling circumstances. This will generally be in extraordinary cases beyond the control of the student of which has an impact on

the student's course progress and/or wellbeing, such as serious illness, death in the family or other seriously traumatic events.

International students must make all deferral applications in writing and provide it together with appropriate evidence, no later than 2 business days (inclusive of public holidays) after the relevant examination date.

Suspension or cancellation – student misbehaviour

AIB may, in its absolute discretion, suspend or cancel any international student's enrolment in cases of misbehaviour, which is generally stipulated in the Student Handbook as matters requiring disciplinary action or other matters referred to in the Student Misconduct and Discipline Policy.

Non-payment of fees also risks cancellation of enrolment.

Administration

AIB must inform the student of its intention to defer, suspend or cancel a student's enrolment, and that he or she has 20 working days to access the internal complaints and appeals process. If the student accesses the internal complaints and appeals process, the deferment, suspension or cancellation cannot take effect until the process is completed (unless extenuating circumstances relating to the welfare of the student apply) – refer to Standard 13 of the National Code.

Whilst AIB must maintain enrolment until all internal appeals have been exhausted, the provision of continued learning opportunities during a period of suspension is at the discretion of AIB.

AIB shall also inform the international student that deferring, suspension or even cancelling their enrolment will be notified to the Commonwealth Department of Education and consequently this may affect the student's visa. Further, AIB shall notify the Secretary of the Commonwealth Department of Education via PRISMS of the student's deferment, suspension or cancellation, and otherwise comply with Standard 13 of the National Code.

AIB shall maintain in the student's file copies of all documentation relating to applications, evidence and assessment of any deferment, suspension and/or cancellation of enrolment.

Responsibility:

Student Relations Manager

Related Policies

Academic and Non-Academic Grievance Handling
Academic Integrity
Academic Progress
Research Higher Degrees
Student Misconduct and Discipline

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