

## **SUSPENSION, DEFERMENT OR CANCELLATION OF AN OVERSEAS STUDENT'S ENROLMENT POLICY**

### **Policy:**

The Sydney College of Divinity and its Member Institutions will, in certain limited circumstances, enable students to defer or temporarily suspend their studies during the course.

Cancellation or suspension of a student's enrolment may be initiated by the student or the college. The Sydney College of Divinity may suspend or cancel a student's enrolment due to academic misconduct, which includes, but is not limited to: plagiarism, cheating, fraud, improper behaviour, misrepresentation, and unethical behaviour.

Where a suspension or cancellation of a student's visa is not initiated by the student, the Sydney College of Divinity and its Member Institutions will notify the student that he or she has 20 working days in which to access the complaints and appeals process, and may continue in the course until any appeals are finalized, according to Standard 8 of the National Code 2007.

The Sydney College of Divinity and its Member Institutions will inform the Department of Immigration and Border Protection (DIBP) via PRISMS when a student's enrolment is deferred, temporarily suspended or cancelled.

### **Procedures:**

- 1) Assessing, approving and reporting a deferment of the commencement of study or a temporary suspension of study.
  - An overseas student may apply in writing to their Member Institution of the Sydney College of Divinity with a request to defer commencement of study or for a temporary suspension of study.
  - Deferral or temporary suspension will only be granted on the grounds of compassionate or compelling circumstances which includes:
    - serious illness or injury with a medical certificate stating that the student was unable to attend classes
    - bereavement of close family members such as parents or grandparents

- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted or the student's study
  - a traumatic experience which could include involvement in or witnessing a serious accident, witnessing or being the victim of a serious crime (supported by a police or psychologist's report)
  - the College's inability to offer a prerequisite unit
- or due to misbehaviour by the student.

- The relevant Member Institution will make a decision about the eligibility of the student to receive a deferral or temporary suspension, and record that decision on the student's file.
- The student will be sent a written response informing him or her of the college's decision
- The student will be informed that deferring or suspending his or her enrolment may affect his or her student visa.
- The Sydney College of Divinity and its relevant Member Institution will notify DIBP via PRISMS where the student's enrolment is deferred or temporarily suspended.

## 2) Assessing, approving and reporting a cancellation of a student's enrolment

- Either a student or the college may initiate the cancellation of a student's enrolment.
- The Sydney College of Divinity and its Member Institutions may choose to cancel a student's enrolment based on academic misconduct, which includes, but is not limited to: plagiarism, cheating, fraud, improper behaviour, misrepresentation, and unethical behaviour. Evidence of relevant academic misconduct must be demonstrated, and documentation held on the student's file.
- Where the cancellation is initiated by the college, the student will be sent a written notice to:
  - Inform the student of the college's intention to cancel the student's enrolment
  - Inform the student of the right to appeal the college's decision under the SCD Grievance Procedures (in keeping with Standard 8 of the National Code)
  - Inform the student that he or she has 20 working days in which to access the complaints and appeals process, and may continue in the course until any appeals are finalised.
- Where the cancellation is initiated by the student, the student will be informed that cancelling his or her enrolment may affect his or her student visa and DIBP will be notified via PRISMS within 14 days of the student-initiated cancellation / deferment / suspension.
- After the 20 working days have passed and the student has not chosen to access the complaints and appeals processes, or has withdrawn from the process, or the process is completed and results in a decision supporting the college's initial determination, the Sydney College of Divinity and its relevant Member Institution will inform DIBP through PRISMS of the cancellation of the student's enrolment as soon as possible.

- The cancellation may take affect before the 20 working days have passed where extenuating circumstances relating to the welfare of the student apply.

<b>Author(s), Latest (Role) and Previous</b>	Les Gainer (Academic Registrar)
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