



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

Policy:

The Sydney College of Divinity and its Teaching Bodies 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 Teaching Bodies will notify the student in writing 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, unless the student's health or wellbeing or the wellbeing of others is likely to be at risk, according to Standard 9 of the National Code 2018.

The Sydney College of Divinity and its Teaching Bodies will inform the Department of Home Affairs (DHA) via PRISMS when a student's enrolment is deferred, temporarily suspended or cancelled. The SCD or its Teaching Bodies will inform the overseas student to seek advice from the DHA to the potential impact on their visa.

The Sydney College of Divinity and its Teaching Bodies will maintain records of all actions in the suspending, deferring or cancelling an overseas student's enrolment.

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 Teaching Body in the Sydney College of Divinity with a request to defer commencement of study or for a temporary suspension of study.

- 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 DHA 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the 20 working days have passed and the student has not chosen to access the complaints and appeals processes, or has withdrawn from the process, or the process is completed and results in a decision supporting the college’s initial determination, the Sydney College of Divinity and its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 Teaching Body will inform DHA 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.
- Documentation of the initiation of the cancellation by the student or the college and its processing by the college will be kept in the college’s records.

Author(s), Latest (Role) and Previous	Les Gainer (Academic Registrar)
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