

Policy and Procedure for Deferring or Withdrawing (Cancelling) a Student's Enrolment

The following information outlines the procedure for assessing, approving and recording a deferment or withdrawal (cancellation) of study and applies to all students at SIBT.

A student may request to defer or withdraw their enrolment at any time during the trimester. SIBT may defer or cancel the enrolment of a student on the grounds outlined in 2.2 below.

Overseas students must be aware that deferment or cancellation of enrolment may affect their student visa, and should refer to the Department of Immigration and Citizenship (DIAC) website or helpline (131881) for further information. SIBT will notify the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) via the Provider Registration and International Student Management System (PRISMS) of any deferment or cancellation of an overseas student's enrolment.

Where the student is under 18 SIBT also requires a letter supporting the deferment or withdrawal from a parent or legal guardian.

Unless there are special circumstances, supported by documentary evidence, DIAC will expect overseas students to return home during significant periods (28 days or more) of deferment.

Academic and financial penalties may apply depending upon the timing of the application; to determine the financial penalties refer to SIBT's Refund Policy.

The following academic grades will be applied based on the date when the student's application to defer or withdraw their enrolment is received:

- Students deferring or withdrawing in week 1 will have their academic record deleted
- A 'W' grade will be allocated for units deferred or withdrawn between week 2 and 4
- A 'WF' grade will be allocated for units deferred or withdrawn after week 4

1. Before commencement at SIBT

1.1 Deferment of enrolment

Any student may apply to defer the commencement date of their enrolment by completing the 'Variation to Enrolment – Deferment' form. Overseas student applications will be considered on the following grounds:

- a delay in receiving a student visa
- **Compassionate and compelling circumstances** including but not restricted to:
 - unexpected severe illness or death of a family member
 - involvement of custody proceedings for their child the student or accompanying family member has an acute medical condition requiring treatment
 - the student has been involved in legal proceedings where the timing is beyond the student's control
 - the student has been caught up in a natural disaster, political uprising or other similar event
 - the student has an accident, falls seriously ill or contracts a serious medical condition after arriving in Australia
 - the student is pregnant
 - unavailability of units as a result of a student failing a prerequisite unit/s

All students will be requested to submit documentation to support the authenticity of the case.

Overseas students (onshore) will be required to submit an airline ticket indicating the date on which they intend to leave Australia.

The student's Confirmation of Enrolment (CoE) will be cancelled and a new one created once the student notifies SIBT of their intended date of re-enrolment. If the student visa has already been issued the student should contact DIAC as a deferment could impact upon the visa.

1.2 Withdrawal from course

A student who applies to withdraw from their course will be required to complete the 'Variation to Enrolment – Withdrawal Prior to Commencement' form.

An overseas student (onshore) will be interviewed by a Student Adviser. An overseas student who wishes to withdraw from the course due to refusal of their visa application will be requested to submit a letter from (DIAC) supporting their claim.

2. After commencement at SIBT

2.1 Deferment of enrolment by student

A student may apply to defer their enrolment based on compassionate or compelling circumstances, outlined in 1.1 above. The student will be interviewed by a Student Adviser and will be required to complete the 'Variation to Enrolment – Deferment' form and provide supporting documentation.

2.2 Deferment of enrolment by SIBT

The grounds SIBT can use to defer a student's enrolment include, but are not restricted to the following:

- Misbehaviour or misconduct. This includes but is not restricted to the following:
 - Violence
 - Cheating
 - Plagiarism
 - Breach of academic rules (code of conduct)
- Extenuating circumstances relating to the student's welfare include but are not be restricted to the following:
The student:
 - Is missing
 - Refuses to maintain approved care arrangements (under 18 years of age)
 - Has medical concerns, severe depression, or psychological issues which lead the provider to fear for the student's well being
 - Has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
 - Is at risk of committing a criminal offence.

All claims of extenuating circumstances must be supported by appropriate evidence.

Any period of deferment will not be included in the attendance monitoring calculations.

Where the student is under 18 the student's guardian and/or parents will be informed of the situation and invited to provide assistance.

2.3 Withdrawal (cancellation) of enrolment by student

A student may request to withdraw from their course at any time during the trimester. A student who wishes to withdraw must consult a Student Adviser and complete the 'Variation to Enrolment – Withdrawal from Course or Unit(s) Form'.

An overseas student applying to withdraw to return to their home country must submit an airline ticket indicating the date on which they intend to leave Australia.

An overseas student applying to withdraw to transfer to another educational provider should refer to SIBT's 'Transfer Request Assessment Policy and Procedures'.

2.4 Withdrawal (cancellation) of enrolment by SIBT

SIBT may cancel a student's enrolment on the compassionate and compelling grounds outlined in 1.1 above.

In cases of deferment or withdrawal (cancellation) by SIBT, the student will be notified in writing of SIBT's intention and will be given reasons. Such advice will inform the student that he or she is able to access SIBT's Academic Grievance Procedures within 20 working days (see [https://portal.sibt.nsw.edu.au/Policies/Academic Grievance Procedures](https://portal.sibt.nsw.edu.au/Policies/Academic%20Grievance%20Procedures)).

Whilst the process is being conducted the student's enrolment will be maintained but the student will not be permitted to select units or attend classes.

Where the student has chosen to access the Academic Grievance Procedures within the 20 working day period and the process results in a decision supporting the student, the enrolment will continue for the trimester and SIBT will provide learning opportunities to catch up on missed work.

Where the student has chosen not to access the Academic Grievance Procedures within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting SIBT, SIBT will advise the student in writing of the final decision and in the case of overseas students will notify DEST when the student's enrolment is deferred or withdrawn (cancelled).

Documentary evidence relating to the deferment or withdrawal (cancellation) of enrolment will be placed on the student's file.