



# **Enrolment Deferral, Suspension and Cancellation Policy and Procedure**

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## 1. PURPOSE

- 1.1 This document specifies Laneway Education's (the College) enrolment deferral, suspension and cancellation policy and procedure.

## 2. SCOPE

- 2.1 This document applies to all staff and learners in the College.

## 3. DEFINITIONS

- 3.1 *Deferral* is a learner led process to postpone the start of study in a new course.
- 3.2 *Leave of Absence* is a learner led process to suspend their commenced studies for a period of time greater than two weeks, after which time the learner may recommence study.
- 3.3 *Suspension* is a college led process to suspend the enrolment of a learner for a period of time, after which time the learner may recommence study.
- 3.4 *Cancellation* is to cancel the learner's enrolment and any associated confirmation of enrolment (CoE).
- 3.5 *Compassionate or compelling circumstances*: are generally those circumstances beyond the control of the learner and which have an impact upon the learner's course progress or wellbeing. These could include, but are not limited to:
- 3.5.1 serious illness or injury, where a medical certificate states that the learner was unable to attend classes for a stated period of time;
  - 3.5.2 bereavement of close family members such as parents or grandparents;
  - 3.5.3 major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the learner's studies;
- or
- 3.5.4 a traumatic experience which could include:
    - a) involvement in, or witnessing of a serious accident;
    - b) witnessing or being the victim of a serious crime.and this has impacted on the learner (these cases should be supported by police or psychologists' reports);
  - 3.5.5 where the College was unable to offer a pre-requisite unit; or
  - 3.5.6 inability to begin studying on the course commencement date due to delay in receiving a student visa.
- 3.6 *PRISMS* is the Provider Registration and International Students Management System that is used by the College and the Department of Home Affairs (formerly the Department of Immigration and Border Protection) for the management of learner enrolment and student visas.
- 3.7 *CoE* is a confirmation of enrolment.
- 3.8 *Director: QAA* refers to our Director of Quality Assurance and Accreditation or delegated college representative

## 4. DEFERMENT OF STUDIES (LEARNER INITIATED)

- 4.1 A learner may only apply to postpone (defer) the start of their studies on the grounds of compassionate or compelling reasons.
- 4.2 A learner must complete the *Defer / Leave of Absence Request Form* available on the College website, and must attach any applicable supporting documentation.

- 4.3 If the learner *is* in Australia, they must meet with the Director: QAA to further discuss the reason(s) for the application to defer.
- 4.4 If the learner *is not* in Australia, they must telephone the Director: QAA to further discuss the reason(s) for the application to defer.
- 4.5 The Director: QAA will decide if the deferment of studies application is to be approved.
- 4.6 The Director: QAA will only approve the deferral on the grounds of compassionate or compelling circumstances (e.g. illness where a medical certificate states that the learner is unable to attend classes)
- 4.7 The College allows a maximum length of deferment of studies of 12 months. Therefore, the Director: QAA must consider availability of learner placement and the learner's ability to continue studies on resumption when making the determination.
- 4.8 Please note: PRISMS processes for CoEs with 'Approved' and 'Visa granted' status will differ:
  - 4.8.1 If a learner *has* been granted a visa on this CoE (the status of the CoE is 'Visa granted'), the College may enter a deferment of commencement of enrolment through PRISMS. If the period of deferment is short and will not affect the end date of the CoE, the deferment will be recorded on PRISMS as a period of deferment. However, if the period of deferment is so long that it will affect the end date of the CoE, the effect of the deferment will be to *cancel* the learner's CoE. PRISMS will then offer the College the chance to create a new CoE for the learner with revised start and end dates. The deferment will be recorded in PRISMS.
  - 4.8.2 If a learner *has not* been granted a visa on this CoE (CoE status is 'Approved'), the College must advise the Department of Education through PRISMS that the learner has not commenced studies ('non-commencement of studies'). PRISMS will cancel the CoE and immediately give the College the option to create a new CoE for the learner (with the revised starting date). The non-commencement of studies notification will be recorded in PRISMS.
- 4.9 The Director: QAA will inform the learner that approving an application to defer commencement of their studies may affect their student visa. The learner will be advised to contact the Department of Home Affairs for further information.
- 4.10 If the deferment application is approved, the Administration and Enrolment Coordinator will make the required changes to the learner's enrolment in PRISMS, including by entering the following information within 31 days as prescribed by subsection 19(1A) of the *ESOS Act*:
  - 4.10.1 The day the deferment starts; and
  - 4.10.2 The expected duration of the deferment; and
  - 4.10.3 The learner's residential address, phone number and email address.
- 4.11 If, at any point during the deferment, the end date of the deferment is changed, the Administration and Enrolment Coordinator will make the required change in PRISMS.
- 4.12 The Director: QAA will maintain a record of all communication with the learner regarding their deferral application, along with all relevant documentation, in the learner's file.

## **5. LEAVE OF ABSENCE (LEARNER INITIATED)**

- 5.1 A learner may only apply for a leave of absence from their studies for exceptional circumstances, such as compassionate or compelling reasons.

- 5.2 A learner must complete the *Defer / Leave of Absence Request Form* available on the College website, and must attach any applicable supporting documentation.
- 5.3 The learner must then meet with the Director: QAA to further discuss the reason(s) for the application to take a leave of absence from their enrolment.
- 5.4 The Director: QAA will decide if the leave of absence request is to be approved.
- 5.5 The Director: QAA will only approve the leave of absence request on the grounds of:
  - 5.5.1 compassionate or compelling circumstances (e.g. illness where a medical certificate states that the learner is unable to attend classes), or
- 5.6 The College allows a maximum length of a leave of absence from studies of 12 months. Therefore, the Director: QAA must consider availability of learner placement and the learner's ability to continue studies on resumption when making the determination.
- 5.7 Please note: The effect on the learner's CoE varies according to whether the CoE end date will be affected by the leave of absence.
  - 5.7.1 If a learner's CoE end date is affected by the leave of absence, the College will create a new CoE through PRISMS when prompted after entering the learner's return to study date.
  - 5.7.2 If the leave of absence is short and will not affect the end date of the CoE (the learner is able to catch up on the required work in the required time), the College will enter the period of suspension through PRISMS but will not be required to issue a new CoE.
- 5.8 The Director: QAA will inform the learner that approving an application for a leave of absence from their studies may affect their student visa. The learner will be advised to contact the Department of Home Affairs for further information.
- 5.9 If approved, the Administration and Enrolment Coordinator will make the required changes to the learner's enrolment in PRISMS, including by entering the following information within 31 days as prescribed by subsection 19(1A) of the *ESOS Act*:
  - 5.9.1 The day the suspension starts; and
  - 5.9.2 The expected duration of the suspension; and
  - 5.9.3 The learner's residential address, phone number and email address.
- 5.10 If, at any point during the leave of absence, the end date of the leave of absence is changed, the Administration and Enrolment Coordinator will make the required change in PRISMS.
- 5.11 The Director: QAA will maintain a record of all communication with the learner regarding their leave of absence application, along with all relevant documentation, in the learner's file.

## **6. CANCELLATION OF STUDIES (LEARNER INITIATED)**

- 6.1 At any time after accepting the College's enrolment terms and conditions, a learner may cancel their studies, i.e. cancel their enrolment.
- 6.2 A learner must complete the *Withdrawal Form* available on the College website.
- 6.3 An application to cancel an enrolment will be treated as an application to withdrawal from all units of competency within the associated course.
- 6.4 The cancellation of enrolment is effective from the date of receipt of the completed form.
- 6.5 The learner must meet with the Director: QAA to further discuss the reason(s) for the application to cancel their enrolment, and that the cancellation of enrolment will affect their student visa. The learner will be advised to contact the Department of Home Affairs for further information. This step is designed to better understand how the College can improve any aspect of its operations, and to

understand if the learner is experiencing personal difficulties that the College may be able to provide assistance for. It is not designed to be a barrier to the cancellation of enrolment application.

- 6.6 The College will notify the Department of Home Affairs when a learner cancels their enrolment, including by providing the following information within 31 days as prescribed by subsection 19(1A) of the *ESOS Act*:
  - 6.6.1 The day the learner's studies are terminated (whether or not the termination takes effect on that day); and
  - 6.6.2 The last day of the learner's studies; and
  - 6.6.3 The learner's residential address, phone number and email address.
- 6.7 The Department of Home Affairs may cancel the learner's student visa within 28 days of the withdrawal.
- 6.8 Once a learner's application to cancel their enrolment becomes effective, the learner must contact the Department of Home Affairs as soon as possible to discuss their options.
- 6.9 A learner that cancels their enrolment prior to the end of the cooling off period will be refunded all tuition fees paid.
- 6.10 A learner that cancels their enrolment after the cooling off period has ended will be refunded in accordance with the College Management of Tuition Fees Policy.
- 6.11 The Director: QAA will maintain a record of all communication with the learner regarding their enrolment cancellation application, along with all relevant documentation, in the learner's file.

## **7. DEFERMENT, SUSPENSION OR CANCELLATION OF STUDIES (COLLEGE INITIATED)**

- 7.1 The College may decide to defer, suspend or cancel a learner's enrolment. Example reasons for doing this include:
  - 7.1.1 misbehaviour of the learner, including failure to maintain satisfactory attendance; or
  - 7.1.2 non-payment of tuition fees by due date;
  - 7.1.3 non-commencement of studies when the learner has not notified the College of their intention to defer commencement, or have not provided evidence of compassionate or compelling reasons for deferring the commencement date; or
  - 7.1.4 a breach of course progress or attendance requirements by the overseas learner, which will occur in accordance with Standard 8 (overseas student visa requirements).
- 7.2 In this instance, the Director: QAA, or delegated college representative, will notify the learner, in writing, of its intention and allow the learner 20 working days to access the College's internal complaints and appeals process, unless extenuating circumstances relating to the welfare of the learner apply, such as the learner:
  - 7.2.1 refuses to maintain approved care arrangements (only for learner under 18 years of age);
  - 7.2.2 is missing;
  - 7.2.3 has medical concerns, severe depression or psychological issues which lead the provider to fear for the learner's wellbeing;
  - 7.2.4 has engaged or threatens to engage in behaviour that is reasonably believed to endanger the learner or others; or
  - 7.2.5 is at risk of committing a criminal offence.

- 7.3 The Director: QAA, will inform the learner that a deferment, suspension or cancellation of their studies may affect their student visa. The learner will be advised to contact the Department of Home Affairs for further information.
- 7.4 If, after 20 working days, the learner does not access the College's internal complaints and appeals process, the Administration and Enrolment Coordinator will notify the Department of Education of the change to the learner's enrolment status through PRISMS.
- 7.5 The Director: QAA, will notify the learner in writing of the outcome and will keep records of the correspondence in the learner's file.
- 7.6 If, within 20 working days, the learner does access the College's internal complaints and appeals process, the Director: QAA will apply the College's normal complaints and appeals process within 10 working days of the formal lodgement of the complaint or appeal.
- 7.7 The College will maintain a learner's enrolment until the complaints and appeals process has been completed.
- 7.8 If the outcome of the complaint or appeal is successful for the learner, the learner's enrolment is maintained and the Director: QAA will determine an appropriate management plan to allow the learner to continue their studies.
- 7.9 If the outcome of the complaint or appeal is unsuccessful for the learner, the learner's enrolment is deferred, suspended or cancelled. The Administration and Enrolment Coordinator will make the required changes to the learner's enrolment in PRISMS and inform the learner in writing.
- 7.10 If the learner's enrolment is deferred or suspended, the College will make the changes to the learner's enrolment via PRISMS, including by providing the following information within 31 days as prescribed by subsection 19(1A) of the *ESOS Act*:
  - 7.10.1 The day the deferral or suspension starts; and
  - 7.10.2 The expected duration of the deferral or suspension; and
  - 7.10.3 The learner's residential address, phone number and email address
- 7.11 If, at any point during the deferral or suspension, the end date of the deferral or suspension is changed, the Administration and Enrolment Coordinator will make the required change in PRISMS.
- 7.12 If the learner's enrolment is cancelled, the College will notify the Department of Home Affairs via PRISMS, including by providing the following information within 31 days as prescribed by subsection 19(1A) of the *ESOS Act*:
  - 7.12.1 The day the learner's studies are terminated (whether or not the termination takes effect on that day); and
  - 7.12.2 The last day of the learner's studies; and
  - 7.12.3 The learner's residential address, phone number and email address.
- 7.13 The Director: QAA will maintain a record of all communication with the learner regarding their suspension application, along with all relevant documentation, in the learner's file.

## **8. RESPONSIBILITIES**

- 8.1 Laneway Education implements a RASCI Responsibility Matrix to assign and display responsibilities of individuals to carry out a process within the organisation.

	CEO	Head of Growth	Director: QAA	Administration and Enrolment Coordinator	Administration and Enrolment Team Members	Trainers and Assessors	Student Experience Team Members	Growth Team Members	Head of Compliance
R				X					
A	X		X						
S		X			X				
C									X
I						X	X	X	

'R' Responsible – the person who is responsible for carrying out the entrusted task, monitoring compliance and maintaining records.

'A' Accountable (also Approver) – the person who is responsible for the whole task and who is responsible for what has been done.

'S' Support – the person who provides support during the implementation of the process.

'C' Consulted – the person who can provide valuable advice or consultation for the process.

'I' Informed – the person who should be informed about the process.

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Revision History			
Date	Version	Description of Modifications	Approved By
12/06/2017	1.0	Original	Dan Wortley
14/06/2017	1.1	Document style and content edits	Dan Wortley
10/08/2017	1.2	Document style and content edits	Dan Wortley
04/10/2017	1.3	Minor content edits	Dan Wortley
11/10/2017	1.4	Minor content edits	Dan Wortley
18/10/2017	1.5	Minor content edits	Dan Wortley
30/11/2017	1.6	Amendments to the owner of some procedural elements	Dan Wortley
29/05/2018	1.7	Minor grammatical edits and correct reference to supporting Policy	Dan Wortley
07/03/2019	2.0	Change to company name. Update to reference the Department of Home Affairs (formerly the Department of Immigration and Border Protection)	Dan Wortley
04/06/2019	2.1	Minor document format and content edits	Stuart Hicks
18/09/2019	2.2	Expanded Clauses 4.10, 5.9 and added Clause 4.11, 5.10, 7.10, 7.11 and 7.12 to comply with the newly released ESOS Regulation 2019.	Stuart Hicks
28/02/2020	2.3	Replaced Suspension of studies (learner initiated) with Leave of Absence to provide greater clarity on the options available to students. Extended maximum period of time for a leave of absence to twelve months. Head of Product has been replaced with Director: QAA to implement the actions required within this procedure.	Dan Wortley