

## Suspension / Deferral of Enrolment

**Deferral** - Change proposed start date to a later start date.

**Suspension** - Stop studying in a course for a set period of time.

**Cancellation** – No further study in a course.

### Deferral or Suspension by Student

A student who has obtained a student visa to attend the College is not permitted to defer the commencement date of their course/studies or suspend their studies except on medical grounds (illness) or other exceptional circumstances beyond the student's control. Students must specify in writing the duration and reason for the deferral. A student who applies to defer/suspend their studies will be advised to seek advice from DIAC regarding their student visa if the deferral/suspension is granted. College will enter a Student Course Variation Form to DIAC if deferral / suspension is granted.

### Process for deferral / suspension:

1. Student or student elected representative completes an a Application to Defer/Suspend form
2. Student attaches evidence of compassionate or compelling reason. See table below
3. Application approved/not approved by the Admin Manager
4. Student is notified in writing of outcome. Student notified that they have 20 business days to access the internal complaints and appeals process.
5. Kelly Colleges notifies PRISMS if student's enrolment is to be deferred or suspended.
6. All documents are kept in student's file. Relevant notes made in student database.

### Students can apply for a deferral / suspension under the following circumstances and with the following evidence:

Circumstance	Evidence Required
Delay in student visa processing by immigration	Students must provide a letter from the Australian High Commission advising that the applicant has not been able to obtain a visa.
The student does not meet Kelly Colleges' entry requirements	Evidence Required (ie – IELTS test)
serious illness or injury, where a medical certificate states that the student was unable to attend classes	Medical certificate or psychiatry report
death of close family members such as parents or grandparents	Death certificate (where possible)
major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies	nil
a traumatic experience which could include but is not	Police Report

limited to:

- involvement in or witnessing of an accident
- a crime committed against the student
- the student has been a witness to a crime

Students must email, or provide in person, the above evidence to Kelly Colleges outlining the reason for the request. There will not be any cancellation fee for deferring a course. Tuition fees paid will be held and applied to the new course dates. A new letter of offer and, if required, a new CoE will be issued to the student. It is the responsibility of the student to lodge their new CoE with immigration.

### **Suspension by Kelly Colleges due to Misbehavior**

Kelly Colleges may issue an intention to suspend / cancel enrolment due to misbehaviour by the student. This includes but is not limited to collusion and plagiarism; abusive behaviour, destruction of college property, bullying, or any other action or conduct by a student relating to people or property which is contrary to documented codes, information in the student orientation handbook or the college's policies and standards. Students will be notified of the intention to suspend/cancel enrolment in writing and will be informed that they have 20 business days to access the internal complaints and appeals process. They will also be made aware of the consequences this may have on their student visa.