

# Course Deferral, Withdrawal And Extension Policy



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<b>Date of effect:</b>	28 May 2018
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<b>Approved by</b>	Stanley College Academic Board
<b>Authorised Officer</b>	Registrar
<b>Supporting documents, procedures and forms of this policy</b>	<p>Deferral, Withdrawal and Course Extension Procedure</p> <p>Admissions Policy and Procedure</p> <p>Course Variation Form</p> <p>Student Grievance and Complaint Policy and Procedure</p> <p>Refund Policy and Procedure</p> <p>Application for Withdrawal Form</p> <p>Application for Deferral Form</p> <p>Student Transfer Policy and Procedure</p> <p>Student Fees Policy and Procedure</p>
<b>Related Legislation and Codes of Practice</b>	<p><a href="#">Education Services for Overseas Students (ESOS) Act 2000</a></p> <p><a href="#">Higher Education Support Legislation Amendment Bill 2017</a></p> <p>National Code 2018, Standard 7</p>
<b>Audience</b>	Public

## 1. PURPOSE

1.1 This policy provides the framework for assessing requests from international students to defer, withdraw or extend their course at Stanley College.

## 2. SCOPE

2.1 This policy applies to all students at Stanley College, and staff who are involved in the assessment of deferral, withdrawal or course extension requests.

## 3. DEFINITIONS

<b>Census Date</b>	The point at which a student's enrolment in a course becomes effective and they become academically and financially liable for the course. This is the date by which a student should finalise their enrolment for the semester.
<b>Confirmation of Enrolment (CoE)</b>	For international students, the CoE is issued by Stanley College as proof of enrolment in a course at the College. Students can apply or renew their student visa with the CoE.
<b>Compassionate or Compelling Circumstances</b>	Circumstances generally out of the control of the student which will have an impact upon the student's wellbeing or program progress.
<b>Deferral</b>	Postponing the commencement of a course prior to course commencement.
<b>Department of Home Affairs (DHA)</b>	The Department of Home Affairs, which includes responsibility for immigration matters.
<b>Domestic Student</b>	Under the <a href="#">Higher Education Support Legislation Amendment Bill 2017</a> , only Australian citizens, permanent humanitarian visa holders, and certain New Zealand (NZ) Special Category visa holders are treated as domestic students for the purposes of receiving a Commonwealth Grant Scheme (CGS) subsidy and Higher Education Loan Program (HELP) loans. From 1 January 2018, subsidies for most Australian permanent residents and NZ citizens enrolling in a Commonwealth Supported Place will be withdrawn, making them full fee-paying students.
<b>Education Services for Overseas Students (ESOS) Act</b>	The <a href="#">Education Services for Overseas Students Act 2000</a> of the Commonwealth of Australia.
<b>International Student</b>	A student studying in Australia on a student visa.
<b>Intervention Strategy</b>	The approach used by Stanley College to support students at risk of not achieving <b>satisfactory course progress</b> .
<b>National Code 2018</b>	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
<b>Principal Course</b>	The principal course refers to the main course of study to be undertaken by the international student where a student visa has been issued. The principal course of study is typically the final course of study where the international student is granted a student visa to study multiple courses in Australia.
<b>Provider Registration and International Students</b>	Provider Registration and International Students Management System: the Australian Government database that provides Australian education

<b>Management System (PRISMS)</b>	providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.
<b>Suspension</b>	Postponing a student's enrolment during the course.

#### 4. POLICY PROVISIONS

##### Principles

- 4.1 Stanley College's processes for assessing deferrals/suspensions, withdrawals and course extensions are applied fairly and consistently to all students.
- 4.2 Stanley College's *Deferral, Withdrawal and Course Extension Policy* and accompanying Procedure are in accordance with the *National Code 2018*, which prescribes the requirements education providers must follow when assessing deferral, withdrawal and course extension requests.
- 4.3 This policy does not cover the process of deferring an offer of admission, which is covered in Stanley College's *Admissions Policy*.
- 4.4 This policy and the availability of complaints and appeals procedures do not remove the rights of the student to take action under Australia's consumer protection laws (including the *ESOS Act 2000*) or to pursue other legal remedies.
- 4.5 For details on the process of application for unit and/or course withdrawal, course extension or deferral, refer to the *Deferral, Withdrawal and Course Extension Procedure*.

##### Record Keeping

- 4.6 Stanley College will record the following information for two years after the student ceases to be a Stanley College student:
- a. Applications for deferrals/suspensions, withdrawals or course extensions;
  - b. The assessment of the deferrals/suspensions, withdrawals or course extensions request, and
  - c. The decision of the deferrals/suspensions, withdrawals or course extensions.