

# Deferral, Suspension or Cancellation Policy

**Colleges of Business and Technology (WA) Pty Ltd**  
 Trading as Curtin College, a member of Navitas Pty Limited  
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## Document

<b>Document Name</b>	Deferral, Suspension or Cancellation Policy
<b>Brief Description</b>	This document outlines Curtin College's Policies for the deferral, suspension, or cancellation of a student's enrolment.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	Sept 2010
<b>Authorising Body</b>	College Leadership Team

## Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
12/2023	3.0	Policy template refresh, changes to terminology, clarification around maximum terms of deferrals, evidence requirements added, plus minor changes.	Manager, Quality and Compliance Academic Director

## Related Documents

Name	Location
Appeals Policy	<a href="#">Curtin College Website</a>
Code of Conduct	<a href="#">Curtin College Website</a>
Complaints Policy	<a href="#">Curtin College Website</a>
Enrolment Policy	<a href="#">Curtin College Website</a>
Glossary of Policy Terms	<a href="#">Curtin College Website</a>
Progress and Intervention Policy	<a href="#">Curtin College Website</a>
Refund Policy	<a href="#">Curtin College Website</a>
Younger Student Management Policy	<a href="#">Curtin College Website</a>

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## 1 Purpose and Scope

### 1.1 Purpose

This Policy sets out the approach of Curtin College concerning the:

- 1.1.1 management of students requesting a withdrawal or deferral, and
- 1.1.2 cancellation or suspension of a student's enrolment.

### 1.2 Scope

This Policy applies to all students, including those who have accepted but not yet commenced studies and those who are currently enrolled in units of study offered by Curtin College or Partner providers.

## 2 Policy Statement

2.1 A student may request to defer or cancel/withdraw their enrolment in a Program at any time during a study period or the College may defer or cancel the enrolment of a student on the grounds outlined below.

2.1.1 Student applications for deferment will be considered on the following grounds:

- delay in visa grant or
- due to compassionate and compelling circumstances.

2.1.2 Compassionate and compelling circumstances are circumstances that were/are:

- a. beyond the student's control, which a reasonable person would consider not due to the student's action or inaction, either direct or indirect, and for which the student was not responsible. The circumstances must be unusual, uncommon, or abnormal; and
- b. not making their full impact on the student until on, or after their offer was accepted or studies commenced; and
- c. such that it is impracticable for the student to commence or complete their studies; and
- d. having an impact upon the student's Program academic progress or wellbeing.

2.1.3 Examples of circumstances that may be compassionate and compelling include:

- a. serious illness or injury;
- b. the student has an accident, falls seriously ill or contracts a serious medical condition;
- c. unexpected death of a family member;
- d. involvement of custody proceedings for their child, the student, or accompanying family member has an acute medical condition requiring treatment;
- e. the student has been involved in legal proceedings where the timing is beyond the student's control;
- f. the student is pregnant;
- g. ineligibility to enrol in any College unit in the following study period;
- h. major political upheaval or natural disaster requiring emergency travel or immediate action; or
- i. a traumatic experience, such as involvement in or witnessing a serious accident, or witnessing or being the victim of a serious crime.

- 2.1.4 An application on the grounds of compassionate or compelling circumstances must include relevant supporting documentation and evidence. Such documentation may include:
- a. a medical certificate or report stating that the student was unable to attend classes for an extended period of time;
  - b. a death certificate;
  - c. a police report.
- 2.2 The grounds the College can use to suspend or cancel a student's enrolment in a Program include, but are not restricted to the following:
- 2.2.1 A breach of the attendance or enrolment conditions (refer to the Progress & Intervention Policy)
  - 2.2.2 Student Misconduct / misbehaviour by the student
  - 2.2.3 Failure to pay the requirement amount to undertake or continue the Program as stated in the Letter of Offer.
  - 2.2.4 Students who have not re-enrolled and have not responded to communications from the College by the specified due date in the communications will have their enrolment cancelled. International students will have their Confirmation of Enrolment for Curtin College and Curtin University (if on a packaged offer) cancelled.
  - 2.2.5 Extenuating circumstances relating to the student's wellbeing. This includes but is not restricted to the following:
    - Is missing classes and failed to respond to communication from the College
    - Refuses to maintain approved care arrangements (if under 18 years of age)
    - Has physical and/or mental health concerns which lead the College to have concern for the student's wellbeing and/or that of others
    - Has financial concerns

*All claims of extenuating circumstances must be supported by appropriate evidence.*
- 2.3 An international student's visa may be cancelled if the deferral or suspension:
- a. is due to the conduct of the student;
  - b. is for reasons other than compassionate or compelling circumstances;
  - c. the compassionate or compelling circumstances which warranted the deferral or suspension of studies cease to exist; or
  - d. is based on fraudulent evidence or documents given to the registered provider.
- 2.4 The College has the right to suspend or cancel a student's enrolment or re-enrolment in a Program in response to serious misbehaviour or misconduct in accordance with the Student Misconduct Policy
- 2.5 Emergency Suspension: The College Director and Principal, or nominee, may, at any time and without a hearing, suspend a student from the College on such terms as are reasonably necessary to protect person(s), property, and/or to prevent serious disruption of College activities.
- 2.6 A deferral may be for a single study period or up to a year. Under extenuating circumstances, a deferral initially approved for less than one year may be extended up to a maximum of one year.

- 2.7 International students seeking to defer may be required to return to their home country through the deferral period. Advice should be taken from the relevant government authority.
- 2.8 A student who wishes to withdraw from all units but remain enrolled in their Program must apply for a deferral.
- 2.9 Deferral will only be granted on one occasion during a student's enrolment. Beyond one deferral, a student will need to withdraw from their Program and reapply for admission at a later date.

### 3 Compliance

The College Director & Principal will ensure that staff are informed about this Policy through staff meetings and other internal communications.

Students will be made aware of this Policy through the College website, communication and support from Student and Academic Services and support teams.

Legislation/ Reference Material	Reference
<a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>	Standard 1.3 Orientation and Progression
<a href="#">National Code</a>	Standard 5 – Younger Overseas students Standard 9 – Deferring, suspending or cancelling
<a href="#">Higher Education Support Act 2003</a>	Subdivision 36-C

### 4 Review

This Policy is reviewed at least every 24 months or when any relevant changes are made to the regulatory compliance requirements, legislation, regulation and guidelines.

### 5 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub\College Website	Permanently with control in place for revisions	Policy Hub archive