

Deferral, Suspension and Cancellation Procedure

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Document

Document Name	Deferral, Suspension and Cancellation Procedure
Brief Description	This Procedure establishes Curtin College's principles and administrative requirements in relation to deferral, cancellation, withdrawal and suspension.
Responsibility	Student & Academic Services Manager
Initial Issue Date – New Format	18/12/2023

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
28/11/2023	3.0	The procedure changes prior to November 2023 are found on the shared drive	Student & Academic Services Manager

Related Documents

Name	Location
Deferral, Suspension or Cancellation Policy	Curtin College Website

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1 Procedure

This Procedure establishes Curtin College's principles and administrative requirements in relation to deferral, cancellation, withdrawal and suspension.

1.1 Cancellation/Deferral enrolment prior to commencement

- 1.1.1 Students wishing to cancel or delay their enrolment prior to the commencement of their initial study period must notify the Admissions Manager or nominee via admissions@curtincollege.edu.au to discuss their options. Refunds will be calculated and processed in line with the current Refund Policy.
- 1.1.2 An International student's request to defer the commencement of their studies will only be granted if there are compassionate or compelling circumstances.
- 1.1.3 Once the student's notification is received by Admissions, the College will cancel/defer the student's enrolment. In respect to international students, the College will cancel all CoE(s) pertaining to the offer provided to the student (i.e. Packaged or standalone offer) via PRISMS.

1.2 Deferment of Enrolment in a Program by Student

- 1.2.1 Current Curtin College students wishing to defer their studies must make an appointment with their relevant Program Manager, Discipline Lead, or nominee to discuss their options and/or complete a Deferral form. All applications for deferment must be accompanied by evidence that substantiates the claim. Deferrals will only be granted if there are compassionate or compelling circumstances, as outlined in the Deferral, Suspension and Cancellation Policy.
- 1.2.2 The College will retain all fees, which will be used towards the following study period charges, if applicable. If a refund is requested (rather than transferring the funds to the next study period) or if the student subsequently withdraws, the Refund Policy applies.
- 1.2.3 Where a deferment of study is granted, the student is expected to commence studies at the next available intake.
- 1.2.4 Where a deferment of study is not granted, the student may submit a complaint as per the Complaints Policy.
- 1.2.5 Sponsored students and under-aged students (minors) will require written permission from their sponsors or parents/guardians to defer their studies.
- 1.2.6 Students who are enrolled in Health Science/ Built Environment/ will be informed by the College where there is a gap in their studies due to:
 - the failure of a pre-requisite unit and therefore no relevant units available for which the student is eligible to enrol; or
 - there being no relevant units available in the next study period.In these circumstances, the College will initiate the deferral of studies for one study period.
- 1.2.7 After the approval of a deferment, the necessary reporting will be carried out via PRISMS under Section 9 of the ESOS Act. In the case of international students new CoEs will be issued.

1.3 Withdrawal of enrolment in a program by student

- 1.3.1 A student may request to withdraw from their study at any time during the study period. They should discuss the matter their relevant Program Manager, Discipline Lead, or nominee, so that they are provided information on the ramifications of withdrawing, allowing the student to make an informed decision. Students wishing to proceed with the withdrawal from their entire program are to complete a withdrawal form and submit it to support@curtincollege.edu.au
- 1.3.2 Withdrawing from the College does not constitute an automatic Release. Students wishing to apply for a Release must refer to the College's Transfer between Registered Providers Policy located under 'Policies and Procedures' for details.
- 1.3.3 Sponsored students and under-aged students (minors) will require written permission from sponsors or parents/guardians to cancel or withdraw their enrolment.

Once the withdrawal request is processed, the College will cancel the student's enrolment. In respect to international students, the College will cancel all CoE(s). This means that if you are on a package offer with Curtin University, these CoEs will also be cancelled via PRISMS.

1.4 Suspension and cancellation of enrolment in a program by Curtin College

- 1.4.1 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 (refer Deferral, Suspension and Cancellation Policy).

Within three working days, the College Director and Principal, or Nominee will send a written notification to the student, informing them of the reasons for the suspension.

The suspension will be in place until either:

- a. its terms have been met;
 - b. it is revoked by the College Director and Principal or Nominee; or
 - c. the matter has been referred for formal investigation for General Misconduct and the process has concluded that the student be re-admitted to the College.
- 1.4.2 Where the student is under 18 the student's guardian and/or parents will be immediately informed of the situation and invited to provide assistance.
- 1.4.3 Where the student is sponsored, the sponsor will be informed of the situation and invited to provide assistance.
- 1.4.4 In accordance with the procedures set out in the College's Complaints Policy, any decision to suspend or cancel the enrolment of a student requires the College to notify the student of its decision and to inform the student of their right to appeal the decision within 20 working days.
- 1.4.5 Whilst the Complaints process is being conducted, the student's enrolment will be maintained, and the student will be permitted to select units and attend classes (depending on the circumstances) so that they are not disadvantaged by the process.
- 1.4.6 Where the student has chosen not to submit a complaint, the College's decision to suspend or cancel the enrolment in a program will stand, and the student's enrolment will be cancelled, and in the case of international students, Immigration will be notified via PRISMS.
- 1.4.7 For Australian campuses, once a student has been reported to PRISMS for non-enrolment, any subsequent application to Transfer Providers (a release from the College) will not be granted.

2 Administrative procedures

- 2.1.1 Academic notes via the Student Management System to be updated with any changes made to the student's enrolment in a course.
- 2.1.2 This document will be made available to the public via the 'Policies and Procedures' on the Curtin College website at: www.curtincollege.edu.au
- 2.1.3 Completed forms and documentary evidence relating to the deferment or cancellation of enrolment in a course will be placed on the student's eFile.

3 Definitions

Refer to the Glossary of Policy Terms on the [website](#).

4 Review

This Procedure is tested and reviewed annually by the Student & Academic Services Manager in line with the Quality Document Register and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

This review process aims to ensure alignment to appropriate strategic direction and continued relevance to current and planned operations.

5 Records Management

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

Record type	Owner	Location	Retention	Disposal
Procedure	Student and Academic Services Manager	Shared Drive and Policy Hub	Permanently	Archived once updated or reviewed