1. Deferment or Suspension of Enrolment by a Student

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Statutory and regulatory compliance

- National Code 2007 Standards 2, 13

Related Policies

- Deferment of Suspension of Enrolment by IIPD
- Learner Support and Welfare Services
- Reviewing and Improving Learner Support and Welfare Services
- Completion with Expected Duration
- Compassionate or Compelling Circumstances
- Complaints and Appeals
- Applications, Offers and Enrolments
- Information Provided to Applicants Prior to Enrolment
- Records Management
- Fees and Charges
- Refunds
- Transfer between Registered Providers
- Applications, Offers and Enrolments
- Information Provided to Applicants Prior to Enrolment
- Enrolment Offer and Acceptance Agreement
- Welfare of Younger Learners

Related Documents

- Application for deferment or suspension of enrolment
- Notice of intention to defer, suspend or cancel enrolment
- Notice of suspension, deferment or cancellation of enrolment
- Register of applications to defer or suspend enrolment
- Notice of approval of application for deferment or suspension of enrolment
- Notice of rejection of application for deferment or suspension of enrolment
- Register of deferments, suspensions and cancellations of enrolment

Policy

Under certain limited circumstances, a student’s enrolment may be deferred or temporarily suspended at the instigation of the student.
Deferment means to delay the commencement of a course. Suspension of enrolment means to temporarily put studies on hold (i.e. adjourn, delay, postpone).

### Procedures

**Deferment or suspension of enrolment by a student**

Learners who wish to defer or temporarily suspend their enrolment can apply to do so only if the course in which they were enrolled is unavailable, their visa is delayed or there are compassionate or compelling circumstances (as defined in the Compassionate or Compelling Circumstances Policy).

**Supporting Documents**

Supporting documents must be provided by a student to support an application for deferment, suspension or cancellation. Supporting documents include medical certificates, death certificates, police reports, psychologists’ reports and any other relevant documents.

Supporting documents must be original documents or certified copies of original documents.

**Student application for deferment prior to commencement**

A request by a student for a deferment prior to course commencement must be made using the application for deferment, suspension or cancellation of enrolment. The application must be addressed to the Student Services Manager. The application must be accompanied by supporting documents. When the application is processed, and if a deferment is granted, the student will receive a revised offer of enrolment (a revised Enrolment Offer and Acceptance Agreement) and a revised CoE.

**Notifying a student of the outcome of an application for deferment prior to enrolment**

An applicant for deferment prior to commencement will have written notification of the result of the application available within 10 working days of lodgement of the application.

The student will be notified of the outcome of the application for deferment by use of either the:

- "notice of approval for deferment, suspension or cancellation of enrolment", or the
- "notice of rejection of application for deferment, suspension or cancellation of enrolment".

**Student application for suspension**

A request for temporary suspension of enrolment must be made using the application for deferment, suspension or cancellation of enrolment. The application must be addressed to the Student Services Manager. The application must be accompanied by supporting documents.

An application for suspension must be submitted at least 10 working days before the date of the requested suspension. A student may request a suspension of up to six months.

**Notifying a student of the outcome of an application for suspension of enrolment**

An applicant for a suspension of enrolment will have written notification of the result of the application available within 10 working days of lodgement of the application.

The student will be notified of the outcome of the application for suspension by use of either the:

- "notice of approval for deferment, suspension or cancellation of enrolment", or the
- "notice of rejection of application for deferment, suspension or cancellation of enrolment".

**Assessing a student application for deferment or temporary suspension of enrolment**

Each application made by a student for deferment or temporary suspension of enrolment will be considered by the IIPD Management Committee. The IIPD Management Committee will consider the
documents provided by the student in support of the application and, in the case of a request for suspension, seek to interview the student. The IIPD Management Committee may request input from the Student Welfare Officer, the Academic Director or delegated trainer/assessor, or any other member of staff in assessing a student’s application for deferment or suspension. In the case of an application for temporary suspension, the IIPD Management Committee may refer to external support services to which the student has been previously referred. In any such case, the confidentiality of the student will be maintained. Minutes of all meetings of the IIPD Management Committee will be taken by the Student Services Manager or a delegated staff member.

**Application for a suspension which would cause the duration of a course to be longer than that specified on the CoE**

If a temporary suspension of enrolment for which a student is applying would cause the duration of a course to be longer than that specified on the CoE, the student must also make an application for course extension. (Please refer to the Completion within Expected Duration policy). The student will be assisted with this by the Student Services Manager. In this instance, if the application for a suspension is approved, the application for course extension will also be approved. The student will be advised to check with the nearest DIBP office for information about the impact of the extension of the course duration on the student’s visa.

**Outcomes for the student’s Confirmation of Enrolment**

There are three possible outcomes for the CoE of a student who has requested and been granted a deferment or suspension of enrolment.

**Deferment or suspension without affecting the end date of the CoE**

In this case, IIPD notifies DOE through PRISMS that it is deferring or suspending a student’s enrolment for a period without affecting the end date of the CoE. In this case, there is no change to the CoE or the student’s enrolment status on PRISMS. The student’s CoE status will still be listed as “studying”. The notice of deferment or suspension will, however, be recorded in PRISMS and sent to DIBP. This information will be kept by DIBP for future reference.

**Deferment or suspension which affects the end date of the CoE**

In this case, IIPD notifies DOE through PRISMS that it is deferring or suspending a student’s enrolment for a period which will affect the end date of the CoE. In such situations, PRISMS will cancel the original CoE and immediately offer IIPD the opportunity to create a new CoE with a more appropriate end date. If IIPD does not know then the student will return, the PEO will choose to not create a new CoE at this point, but to wait to issue the new CoE until the student has provided notification of the intended data of return.

**Advice to contact DIBP**

Learners applying for deferment or temporary suspension of enrolment are advised to refer to the DIBP website (www.immi.gov.au) or helpline (131 881) for information, and the local DIBP office for advice, on how the potential change to enrolment status may impact upon his or her visa.

**Register of applications to defer, suspend or cancel enrolment**

Details of applications for deferment or temporary suspension are recorded in the register of applications to defer, suspend or cancel enrolment. This register is maintained by the Student Services Manager.

The register of applications to defer, suspend or cancel enrolment records the student name and number, the course in which the student is enrolled, the reasons for the application, information about the supporting documentation provided by the student, and the reasons the application was accepted or rejected. Each entry in the register is be signed by the Student Services Manager. This
register is considered by each meeting of the IIPD Management Committee as part of the continuous improvement process.

**Documents to be filed**

All documentation about the deferment or temporary suspension granted to a student is filed in the student’s file.

The following documents will be kept in the file of a student who has applied to defer or suspend enrolment:

- the application for deferral or suspension of enrolment
- if the application was approved, a copy of the application for deferral or suspension approval form
- if the application was rejected, a copy of the application for deferral or suspension rejection form
- copies of all documents tendered in support of the application.