



## DEFERRING, SUSPENDING OR CANCELLING THE OVERSEAS STUDENT'S ENROLMENT PROCEDURE

### 1. **Applicable Policy**

This Procedure supports the AMA College Policy; 3.09 Deferment, Suspension & Cancellation Policy

### 2. **Definitions**

Nil.

### 3. **Procedure**

#### 3.1 Process for deferment prior to commencement

The student must initially contact AMA College's Student Support Office, to request a Student Request for Deferral Form.

AMA College will ensure the student has a copy of its Deferring, Suspending or Cancelling a Student's Enrolment Policy and clearly explain to the student that their application must be accompanied by documentary evidence of the reasons for the deferment.

The student must lodge their Student Request for Deferral Form at least 10 working days before the commencement date of the term, being applied for.

AMA College will review the application for deferment in relation to compassionate or compelling circumstances and advise the student of their determination. Where a decision has been made not to approve the application, AMA College will provide appropriate reasons for decision to the student.

#### 3.2 Process for initiating suspension or cancellation

##### 3.2.1 Student initiated suspension

To apply for a suspension Student Request for Suspension Form the student must initially contact the AMA College Student Support Office to request an Application to request Suspension Form (Attachment 2).

AMA College will ensure the student has a copy of its Deferring, Suspending or Cancelling a Student's Enrolment Policy and clearly explain to the student that their application must be accompanied by documentary evidence of reasons for the application to suspend.



## **DEFERRING, SUSPENDING OR CANCELLING THE OVERSEAS STUDENT'S ENROLMENT PROCEDURE**

The student must lodge their Student Request for Suspension Form outlining their reasons for requesting a change to their enrolment status.

AMA College will review the application for suspension in relation to compassionate or compelling circumstances and advise the student of their determination.

Where a decision has been made not to approve the application, AMA College will provide appropriate reasons for decision to the student. In this instance, AMA College will inform the student of their right to access the complaints process, as outlined in AMA College's Complaints and Appeals Policy.

### **3.2.2 Student initiated cancellation**

To apply for a cancellation the student must initially contact the AMA College Student Support Office to request a Student Request for Cancellation Form (Attachment 3).

AMA College will ensure the student has a copy of its Deferring, Suspending or Cancelling a Student's Enrolment Policy and clearly explain to the student that their application must be accompanied by documentary evidence of reasons for application for cancel.

The student must lodge their Student Request for Cancellation Form outlining their reasons for requesting a change to their enrolment status.

AMA College will review the application for suspension or cancellation in relation to compassionate or compelling circumstances and advise the student of their determination.

Where a decision has been made not to approve the application, AMA College will provide appropriate reasons for decision to the student. In this instance, AMA College will inform the student of their right to access the complaints process, as outlined in AMA College's Complaints and Appeals Policy.

### **3.2.3 AMA College initiated suspension or cancellation**

AMA College may suspend or cancel a student's enrolment including, but not limited to, on the basis of;

- misbehaviour by the student,
- the student's failure to pay an amount he or she was required to pay AMA College to undertake or continue the course as stated in the written agreement,



## DEFERRING, SUSPENDING OR CANCELLING THE OVERSEAS STUDENT'S ENROLMENT PROCEDURE

- a breach of course progress or attendance requirements by the overseas student (refer to Standard 8 (Overseas student visa requirements) of the Standards).

Where AMA College initiates a suspension or cancellation of the overseas student's enrolment, before imposing such suspension or cancellation it will;

- inform the overseas student of that intention and the reasons for doing so, in writing, and
- advise the overseas student of their right to appeal as outlined in AMA College's Complaints and Appeals Policy.

An AMA College initiated suspension or cancellation of an overseas student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

### 3.4 Notification

When there is any deferral, suspension or cancellation action taken under this standard, AMA College will;

- inform the overseas student of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa, and
- report the change to the overseas student's enrolment under section 19 of the Education Services for Overseas Students Act 2000.

## 4. Supporting Material

Attachment 1: AMA College Student Application for Deferral Form

Attachment 2: AMA College Student Application for Suspension Form

Attachment 3: AMA College Student Application for Cancellation Form

## 5. Procedure Review and Implementation

The Principal Executive Officer (PEO) is accountable for the implementation of this Procedure. The General Manager Vocational Education and Training is responsible for the implementation of this Procedure, and may delegate responsibilities for elements of this Procedure. Where this occurs, this delegation must be recorded within this document. This Procedure is to be reviewed on an annual basis, or more frequently as required, with revisions detailed in the section below.



## DEFERRING, SUSPENDING OR CANCELLING THE OVERSEAS STUDENT'S ENROLMENT PROCEDURE

<b>Date of Issue and Revision</b>	<b>Description of Amendment</b>	<b>Reviewed (Quality Manager)</b>	<b>Authorised (General Manager)</b>
July 2018	Initial Registration	Peigi Hinton	Jan Norberger