

RTO No. 31736 | CRICOS Provider No. 03010G

Differing, suspending, withdrawing or cancelling

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Version control

| Date | Version | Changes made | Author |
|---------------|---------|----------------------|------------------|
| 17 Oct 2018 | V1.0_GD | Released for comment | Gay Doyle |
| 21 Jan 2019 | V1.1_SV | Revised and updated | Shashank Vuppala |
| 01 May 2019 | V1.2_SV | Revised and updated | Shashank Vuppala |
| December 2020 | v1.3_KS | | |



1. Purpose

This policy establishes the requirements for Queensford College and overseas students to defer, suspend and cancel the course under eligible circumstances in accordance with the standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

2. Scope

This policy applies to all overseas students enrolled with Queensford study and outlines the process for assessing and documenting requests for deferral, suspension or cancellation of studies, in line with obligations under Standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

3. Responsibility

Student Administration Manager will be responsible for the implementation of this policy.

4. Compliance/legislations

| Clause/standard | Requirement |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 | Deferring, suspending or cancelling the overseas enrolment |

5. Definition

| | |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cancellation | cessation of enrolment in course |
| Deferral | postponement of commencement of course by prospective students who have been offered a place in courses offered by the Institute and have not yet commenced studies. |
| Compassionate and Compelling circumstances | circumstances beyond the control of the student and which |
| Suspension | A temporary interruption to the study program of the student, and can be initiated by either college or student. |
| Student Misbehaviour | Cheating or plagiarism, swearing, fighting, displays of aggressive behaviour, abusive language, engaging in discriminatory or threatening behaviour |
| Student Visa | Non-immigrant visa that any student from another country must obtain to study in the country |



7. Procedure

7.1 Student's Initiated Deferral, Suspension or Cancellation

Students wishing to defer, cancel, suspend (i.e., take a leave of absence or withdraw) from their studies, should submit a [Enrolment Variation Form](#) to reTm0 guld submit a

