

Student Deferral or Withdrawal Policy

1. PURPOSE/OBJECTIVE

A student may request to withdraw from their program of study at any time during the trimester or semester. Depending upon the timing of the request, academic and financial penalties will be applied as outlined in the Refund Policy and Change to Enrolment Policy. A student who wishes to withdraw from their program of study must complete a Program Withdrawal Form, a student who wishes to defer their program of study must complete a Variation to Enrolment – Deferment form and submit this to NIC.

Students must not have outstanding fees to be considered for a deferral of studies.

The following information outlines the procedure for assessing, approving and recording a deferment or withdrawal (cancellation) of study.

2. APPLICATION

This policy applies to staff and students of NIC.

3. POLICY STATEMENT

NIC recognises that students may have the need to defer or withdraw from their course of study following or prior to enrolment at NIC. Each request must be in writing to the College Director and Principal. Decisions on such requests will take into account information provided, circumstances leading to a request as well as regulatory requirements.

Depending on the time a request is submitted an academic and financial penalty will apply.

Overview

The following information outlines the procedure for assessing, approving and recording a deferment or withdrawal (cancellation) of study and applies to all students at NIC.

A student may request to defer or withdraw their enrolment at any time during the trimester or semester. NIC may defer or cancel the enrolment of a student on the grounds outlined below.

Overseas students must be aware that deferment or cancellation of enrolment may affect their student visa, and should refer to the Department of Immigration and Border Protection (DIBP) website or helpline (131881) for further information. NIC will notify the Secretary of the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE) via the Provider Registration and International Student Management System (PRISMS) of any deferment or cancellation of an overseas student's enrolment.

Where the student is under 18 NIC also requires a letter supporting the deferment or withdrawal from a parent or legal guardian.

Unless there are special circumstances, supported by documentary evidence, DIBP will expect overseas students to return home during significant periods (28 days or more) of deferment.

Academic and financial penalties may apply depending upon the timing of the application; to determine the financial penalties refer to NIC's Refund Policy.

The following academic grades will be applied based on the date when the student's application to defer or withdraw their enrolment is received:

- Students deferring or withdrawing in week 1 will have their academic record deleted
- A 'W' grade will be allocated for units deferred or withdrawn between week 2 and 4
- A 'WF' grade will be allocated for units deferred or withdrawn after week 4

Before commencement at NIC

Deferment of enrolment

Any student may apply to defer the commencement date of their enrolment by completing the 'Variation to Enrolment – Deferment' form. These applications will be considered on the following grounds:

- a delay in receiving a student visa
- **Compassionate and compelling circumstances** including but not restricted to:
 - unexpected severe illness or death of a family member
 - involvement of custody proceedings for their child the student or accompanying family member has an acute medical condition requiring treatment
 - the student has been involved in legal proceedings where the timing is beyond the student's control
 - the student has been caught up in a natural disaster, political uprising or other similar event
 - the student has an accident, falls seriously ill or contracts a serious medical condition after arriving in Australia
 - the student is pregnant
 - unavailability of units as a result of a student failing a prerequisite unit/s

All students will be requested to submit documentation to support the authenticity of the case.

Students who are onshore will be required to submit an airline ticket indicating a confirmed booking for the date on which they intend to leave Australia.

The student's Confirmation of Enrolment (CoE) will be cancelled and a new one created once the student notifies NIC of their intended date of re-enrolment. If the student visa has already been issued the student should contact DIBP as a deferment could impact upon the visa.

Withdrawal from course

A student who applies to withdraw from their course will be required to complete the 'Variation to Enrolment – Withdrawal from Course or Unit(s) form.

Students who are onshore will be interviewed by a Student Adviser. An overseas student who wishes to withdraw from the course due to refusal of their visa application will be requested to submit a letter from (DIBP) supporting their claim.

After commencement at NIC

Deferment of enrolment by student

A student may apply to defer their enrolment based on compassionate or compelling circumstances, outlined above. The student will be interviewed by a Student Adviser and will be required to complete the 'Variation to Enrolment – Deferment' form and provide supporting documentation.

Deferment of enrolment by NIC

The grounds NIC can use to defer a student's enrolment include, but are not restricted to the following:

- Misbehaviour or misconduct. This includes but is not restricted to the following:
 - Violence
 - Cheating
 - Plagiarism
 - Breach of academic rules (code of conduct)

- Extenuating circumstances relating to the student's welfare include but are not be restricted to the following:
 - The student:
 - Is missing
 - Refuses to maintain approved care arrangements (under 18 years of age)
 - Has medical concerns, severe depression, or psychological issues which lead the provider to fear for the student's well being
 - Has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
 - Is at risk of committing a criminal offence.

All claims of extenuating circumstances must be supported by appropriate evidence.

Any period of deferment will not be included in the attendance monitoring calculations.

Where the student is under 18 the student's guardian and/or parents will be informed of the situation and invited to provide assistance.

Withdrawal (cancellation) of enrolment by student

A student may request to withdraw from their course at any time during the trimester or semester. A student who wishes to withdraw must consult a Student Adviser and complete the 'Variation to Enrolment – Withdrawal from Course or Unit(s) Form'.

Students applying to withdraw to return to their home country must submit an airline ticket confirming their booking indicating the date on which they will leave Australia.

Students applying to withdraw to transfer to another educational provider should refer to NIC's Transfer Request Assessment Policy.

Withdrawal (cancellation) of enrolment by NIC

NIC may cancel a student's enrolment on the compassionate and compelling grounds outlined above.

In cases of deferment or withdrawal (cancellation) by NIC, the student will be notified in writing of NIC's intention and will be given reasons. Such advice will inform the student that he or she is able to access NIC's Non-Academic Grievance Procedures within 20 working days (see <http://www.nic.nsw.edu.au/policies>).

Whilst the process is being conducted the student's enrolment will be maintained but the student will not be permitted to select units or attend classes.

Where the student has chosen to access the Non-Academic Grievance Procedures within the 20 working day period and the process results in a decision supporting the student, the enrolment will continue for the trimester or semester and NIC will provide learning opportunities to catch up on missed work.

Where the student has chosen not to access the Non-Academic Grievance Procedures within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting NIC, NIC will advise the student in writing of the final decision and in the case of overseas students will notify DIBP when the student's enrolment is deferred or withdrawn (cancelled).

Documentary evidence relating to the deferment or withdrawal (cancellation) of enrolment will be placed on the student's file.

4. DEFINITIONS

N/A

5. RELATED DOCUMENTS

- Admissions Policy
- Refund Policy for Overseas Students
- National Code 2007, Standard 13
- Transfer between Providers Policy

AMENDMENT HISTORY

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| Department: | Student Administration | |
| Approval Authority: | SMT | |
| Approval Date: | 6 August 2014 | |
| Date for Next Review: | August 2017 | |
| Revision Date | Version | Summary of changes |
| 16/02/2011 | 1 | Document developed and implemented. |
| 17/05/2011 | 2 | Reformatted into new policy template. Changed title to reflect correct name. |
| 25/09/2012 | 3 | Document updated to reflect current UPD formatting. The relevant documents section has been updated to add the National Code St. 13. |
| 07/11/12 | 4 | Removed reference to DEST and replaced with DIAC. Replaced all references to DEEWR with DIISRTE. |
| 26/3/2014 | 5 | Removed reference to DIAC and replaced with DIBP |
| 6/8/2014 | 6 | Policy reviewed and updated to reflect current processes |