



# Deferring, Suspending or Cancelling Student's Enrolment

Australian College of Commerce and Information Technology will only enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

Australian College of Commerce and Information Technology has in place a procedure for assessing, approving and recording a deferment of the commencement of study or suspension of study for the student. The documented request/application/notice will be kept on a student's file.

Australian College of Commerce and Information Technology will only defer or temporarily suspend the enrolment of a student on the grounds of:

- a) compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student is unable to attend classes), or
- b) misbehaviour by the student.

## Definition

*Compassionate or compelling circumstances are generally those that are beyond the control of the student, and which may affect their well-being or their progress such as a serious injury, illness, traumatic experience or the death of a close family member. In these situations, the student is generally allowed to remain on a Student visa, provided they are still enrolled in their course of study and intend to resume their studies*

The registered provider must:

- a) inform the student that deferring, suspending or cancelling his or her enrolment may affect his or her student visa, and
- b) notify the Secretary of DET via PRISMS as required under the ESOS Act and National code where the student's enrolment is deferred, temporarily suspended or cancelled.



- c) Student visa cancellation provisions allow DHA to consider cancellation of a Student visa if a student's education provider defers or suspends their studies for other than compelling or compassionate reasons.

Australian College of Commerce and Information Technology will inform the student of its intention to suspend or cancel the student's enrolment where the suspension or cancellation is not initiated by the student and notify the student that he or she has 20 working days to access Australian College of Commerce and Information Technology internal complaints and appeals process as per Standard 10 of the National Code. If the student accesses the Australian College of Commerce and Information Technology internal complaints and appeals process, the suspension or cancellation of the student's enrolment under this standard cannot take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply.