



DEFERRAL, Suspension and Cancelling of Student Enrolment and LEAVE OF ABSENCE

Deferral, suspension and cancelling of enrolment and Leave of Absence Policy and Procedure

Students who wish to defer their course commencement date must notify NECT in writing prior to the course commencement date. A new Offer letter will be issued advising the student of their new course commencement date. (NOTE: A place may only be deferred for up to 6 calendar months) Where a course deferral is granted, any monies paid to accept the original course will be transferred as a deposit for the deferred course. -

Note:

- If a student's enrolment is deferred, suspended or cancelled, her or his student visa status may be affected
- If the student wishes to defer his/her admission or take leave of absence until a later semester, New England College of Technology will hold the fees paid for 6 months, as at the date advised in writing, without levying a penalty. If the student subsequently withdraws or exceeds this agreed holding period, all fees paid will be automatically surrendered to and become the absolute property of New England College of Technology.
- New England College of Technology will not transfer fees to another College or to a currently enrolled student, unless arranged at the time of enrolment.

Policy

There are limited circumstances in which a student's enrolment may be Deferred, Suspended or Cancelled.

Definitions:

Deferral: Postponement of commencement of a course

Suspension: Temporary postponement of enrolment during course

Cancellation: Cessation of enrolment in course

Deferring, Suspending or Cancelling Student's Enrolment Procedure

The following paragraphs outline the procedure for deferring, suspending or cancelling a student's enrolment in the cases of:

- a. Provider Default
- b. Students initiating deferral, suspension or cancellation

International Student Handbook

New England College of Technology

151 Wellington Rd, East Brisbane QLD 4169 Australia – P| +61 7 3844 0080 [E| info@nect.qld.edu.au](mailto:info@nect.qld.edu.au)

New England College of Technology is a trading name of New England Institute of Technology Pty Ltd thereafter known as NECT

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c. Suspension or cancellation of enrolment by New England College of Technology

Provider Default

Procedure

In the unlikely event that New England College of Technology is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an approved course offered by the College, at no extra cost to you. You have the right to choose whether you would prefer a refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

a. Student initiated deferral, suspension or cancellation

Students wishing to defer, suspend or cancel enrolment must meet one of the following conditions:

- unavailability of a course visa delay
- compassionate and compelling circumstances - these are generally beyond the control of the student and have an impact on the student's course progress or wellbeing. These could include but are not limited to:
 - i. Serious illness or injury, where medical certificate states that the
 - ii. student was or will be unable to attend classes;
 - iii. Bereavement of close family members such as parents or grandparents (where possible death certificates should be provided);
 - iv. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
 - v. Traumatic experience which could include: involvement in, or witnessing a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)

Students must submit a form to Administration requesting to defer or temporarily suspend their studies, together with documentary evidence verifying their situation (for example, a medical certificate and police reports etc).

New England College of Technology will assess the application and make a decision within seven (7) business days.

If an international student's application for deferral or suspension is approved, New England College of Technology will notify the Department of Immigration and Citizenship (DIAC) through PRISMS.

The student's application and all supporting documents will be kept in the student's file.

Deferral prior to commencement

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Students may request a deferral prior to course commencement. Request must be in writing and addressed to the Admissions office. When the deferral is processed the student will receive a revised Letter of Offer and CoE.

Suspending your enrolment

Students wishing to suspend their enrolment must complete a “Student request to defer, suspend or cancel a course” form with all supporting documentation attached. All applications should be submitted at least 14 days prior to suspension date. The maximum suspension period is six (6) months. Approval will only be given in the limited circumstances described above. The student will receive notification in writing of the result of the request.

Cancelling your enrolment

Students wishing to cancel their enrolment must complete a “Student request to defer suspend or cancel a course” form with all supporting documentation attached. The student will receive notification in writing of the result of the request. If the student has not completed the first six months of their principal course they must provide a letter of offer from an alternative provider therefore complying with the conditions of Standard 7 of the National Code. See policy on Transfer between Providers.

Deferring, suspending or cancelling an enrolment may affect your student visa. All students should contact their nearest DIAC office or refer to www.immi.gov.au for further information.

Any deferral, suspension or cancellation will be reported on PRISMS and supporting documentation recorded in the student file.

b. Suspension or cancellation of enrolment by New England College of Technology

New England College of Technology has the right to cancel or suspend a student’s enrolment in the following circumstances:

- If a student submits fraudulent documents to gain admission to New England College of Technology
- If a student does not maintain satisfactory course progress in accordance with the Academic Progress Policy for international students
- If a student does not maintain satisfactory attendance requirements for international students
- If the student did not pay Tuition fees on time, his/her enrolment will be cancelled under NECT code of conduct through standard 13 of National Code 2007.

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- If the student behaves in a way which could potentially bring the College into disrepute
- If a student behaves in a way that is a threat to their own health and safety and/or a threat to the health and safety of another student or staff member.
- If the student has received two formal warnings from the College for disobeying College rules. A formal warning will be issued if a student:
 1. Disobeys any College rules signed by the student when enrolled
 2. Knowingly engages in material plagiarism, cheating or academic misconduct
 3. Does not abide by the email and internet rules as stipulated by the College
 4. Engages in any form of harassment (racial, sexual or verbal) or bullying towards another student or staff member
 5. Misuses or willfully damages College facilities, equipment or property.

Where suspension or cancellation is initiated by the College, students will receive a notice of Intent to Defer, Suspend or cancel Enrolment. This notice will clearly inform the student that deferring, suspending or cancelling his/her enrolment may affect his/her visa. This notice will clearly identify that a student will be given 20 days to access the Institute's complaints and appeals process. When the appeals process is initiated, the College will maintain the student's enrolment until the appeals process is complete.

The suspension or cancellation will be notified to DIISRTE on completion of the 20 days, or at the end of the appeals process if the appeal is not upheld.

Any deferral, suspension or cancellation will be reported on PRISMS and supporting documentation and the outcome of the appeal (if any) recorded in the student's file.

Review

This policy shall be reviewed annually in compliance with education industry standards including the National Code of Practice for Registration Authorities Providers of Education to Overseas Students, 2007.