



Course Deferment, Cancellations and Exclusions Policy

Deferrals Cancellations and Exclusions

This policy applies to both requests from students and decisions initiated by the management of Australian Training & Qualification College regarding deferral, suspension or cancellation of enrolment. It covers the grounds on which a student's enrolment may be deferred, suspended or cancelled, the evidence that may be required to justify such a decision and the procedures for informing students of decisions and appeal processes open to them and for reporting changes in enrolment status to Department of Home Affairs.

Student Initiated Deferral or Suspension:

Deferral of studies by international students are permitted only in compassionate or compelling circumstances such as:

- Serious illness of the student or of a family member back in their home country.
The student may consider it appropriate to defer their studies in the event that they sustain or a close family relative for which they need to care for or accompany sustains as serious injury or illness that will affect their ability to attend classes or study.
- Compelling or Compassionate Grounds
This could include a bereavement, or significant civil unrest at home or other personal calamity.

Students will be required to provide evidence of all circumstances for suspension or determent. The maximum period of deferral or suspension is two terms (six months). In some cases, the College may recommend that the student apply for a deferment of suspension of studies.

All changes to enrolment status will need to be recorded in the student file and notified to the Department of Home Affairs via PRISMS as required under section 9 of the ESOS Act.

ATQ COLLEGE Initiated Suspension or Cancellation

Academic misconduct

All students are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by students to cheat, plagiarize or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. Students are considered guilty of academic misconduct if they seek to gain advantage by unfair means such as copying another students'



work, or in any way mislead a Trainer or tutor about their knowledge, ability, or the amount of original work they have done.

This situation could result in the suspension or cancellation of the students enrolment.

All changes to enrolment status will need to be recorded in the student file and in PRISMS.

Repeated or serious instances of academic misconduct may be punished by suspension or cancellation of a student's enrolment.

General misconduct

Students are expected to respect other students, staff and property so that learning and teaching can take place freely, safely and without impediment due to the misconduct of others.

General misconduct is where a student: acts dishonestly; harasses other students or staff; interferes with students or staff; prevents or disrupts learning; disobeys/fails to comply with contractual or legal requirements; misuses, damages or steals Australian Training & Qualification College property or the property of others; alters/defaces Australian Training & Qualification College documents or records; prejudices the good name of the Australian Training & Qualification College, or otherwise acts in an improper manner.

ATQ COLLEGE will report all criminal acts committed by its students to the relevant authorities.

The PEO of ATQ COLLEGE may with impose the penalty of expulsion from Australian Training & Qualification College in the case of physical or verbal abuse of students or staff of Australian Training & Qualification College, repeated or severe misconduct, or criminal acts.

Notification and appeal

- 1. Students must be notified in writing of penalties as a consequence of either general or academic misconduct;**
- 2. The grounds for appeal are:**
 - **procedural irregularities, and/or**
 - **factual errors on which the decision was based and which were of such magnitude as to invalidate the decision;**
- 3. Appeals must be lodged in writing with the PEO within 20 days of the date of the student being notified of the consequence. The process will commence within 10 working days of the date of receipt of the student's appeal. Enrolment will not be suspended or cancelled until the internal appeals process is exhausted, unless extenuating circumstances apply.**



Roles and responsibilities

Administration Staff:

- 1) To receive requests for deferral or suspension of enrolment and appeals against decisions to suspend or cancel enrolment from students or agents and forward them to the PEO;
- 2) To place completed forms and other relevant documents on student files.

PEO:

- 1) To assess requests from students for deferral or suspension of enrolment and evaluate the evidence presented in support of such requests;
- 2) To decide on the imposition of suspension or cancellation of enrolment as a punitive or security measure;
- 3) To evaluate appeals against decisions on deferral or suspension of enrolment;
- 4) To notify Department of Home Affairs via PRISMS of deferrals, suspensions or cancellations of enrolment;
- 5) To monitor Australian Training & Qualification College procedures in relation to deferral, suspension and cancellation of enrolment for compliance with Standard 13 of the National Code 2007.

Procedure

Student request for deferral or suspension of enrolment

1. Student submits a written request for deferral or suspension and supporting evidence, to Administration Staff;
2. Administration Staff record receipt of request and forward to PEO;
3. PEO assesses request and evaluates supporting evidence presented;
4. PEO records decision on student diary in database;
5. PEO notifies Department of Home Affairs via PRISMS if request is granted;
6. PEO informs student of decision and of their right to access Australian Training & Qualification College Complaints and Appeals Process if request is refused;
7. Upon return to class, student provides any further supporting evidence requested by PEO and consults General Manager regarding units missed and measures to be taken to make up for missed training and assessment;
8. Trainer advises student and PEO if extension of course will be required.

4 Procedure

Suspension or cancellation of enrolment initiated by Australian Training & Qualification College

1. Trainer or other staff member reports student misconduct to PEO;
2. PEO decides on appropriate disciplinary action;
3. PEO informs student of intended action and of their right to access Australian Training & Qualification College Complaints and Appeals Process;
4. If student chooses not to access Australian Training & Qualification College Complaints and Appeals Process, outcome of process supports original Australian Training & Qualification College decision or 'extenuating circumstances relating to the welfare of the student' are deemed to apply, PEO implements decision via PRISMS;
5. Administration Staff place hard copy of PRISMS page, Complaint Form and other relevant documents on student file.

Students should note that deferring, suspending or cancelling their enrolment may affect their Student Visa and that ATQ College must notify the Department of Home Affairs via PRISMS, as required under section 19 of the ESOS Act where the students enrolment is deferred, temporarily suspended or cancelled.