

Deferral, Suspension and Cancellation Policy

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DOCUMENT REVISION

Internal: Document released under Site Institute Pty Ltd for use across all trading arms

Public : Document is released on the Website for public access

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1.1	09/05/2018	Minor updates company name	Head of International Training	05/2019

Purpose

Site Institute Pty Ltd implements this policy to 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.

Scope

This policy is applied to all international students on a student visa, enrolled in a CRICOS Registered program at Site Institute International.

Compliance Reference

- Education Services for Overseas Students (ESOS) Act 2000
- Migration Act 1958
- National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students (The National Code) 2007

Background and General Guidelines

In accordance with Standard 13 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (National Code 2007), providers of education and training to international students must have in place documented and implemented procedures for assessing, approving and recording student deferment, suspension and cancellation of enrolment.

The Institute will only defer, temporarily suspend or cancel the enrolment of an overseas student on the grounds of:

- Compassionate or compelling circumstances
- Student misconduct
- Non-payment of tuition fees
- Non-commencement of studies
- Withdrawal
- Extenuating circumstances relating to the welfare of the student

Complaints and Appeals

International students have the right to make a complaint or appeal, against a decision made by Site Institute International. Please refer to the Complaints and Appeals Policies and follow the process outlined.

Privacy

All information and documentation supplied to Site Institute by students will be treated confidentially and in accordance with the Privacy Act.

Publication

This policy and procedure will be published and made available to all International Students on a student visa, enrolled in a CRICOS Registered program at Site Institute.