

International Student Deferral and Suspension of Studies Policy

1. PURPOSE/OBJECTIVE

A student may request to defer from their program of study at any time during the semester. Depending upon the timing of the request, academic and financial penalties will be applied as outlined in the Local Student Fee Information Pack.

The following information outlines the procedure for assessing, approving and recording a deferment or suspension of studies.

2. APPLICATION

This policy applies to staff and students of MQC.

3. POLICY STATEMENT

MQC recognises that students may have the need to defer from their course of study following, or prior to, enrolment at MQC. Each request for a deferral must be made with a Student Advisor and forwarded to the Student Services Manager. 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 may apply.

1. Overview

The following information outlines the procedure for assessing, approving and recording a deferment or suspension of studies and applies to all students at MQC.

A student may request to defer their enrolment at any time during the trimester. MQC may defer the enrolment of a student on the grounds outlined in Section 2 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 Citizenship (DIAC) website or helpline (131881) for further information. MQC will notify the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) 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 MQC also requires a letter supporting the deferment from a parent or legal guardian.

Unless there are special circumstances, supported by documentary evidence, DIAC 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 MQC's Refund Policy.

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

- Students deferring up to week 4 will be *Early Withdrawn* for any enrolled units.
- A 'W' grade will be allocated for units deferred or withdrawn between week 4 and 8
- A 'FW' grade will be allocated for units deferred or withdrawn after week 8

2. Before commencement at MQC

2.1 Deferment of enrolment

Any student may apply to defer the commencement date of their enrolment by completing the *Variation to Enrolment – Deferment* form. Overseas student 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.

Overseas students (onshore) will be required to submit an airline ticket indicating 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 MQC of their intended date of re-enrolment. If the student visa has already been issued the student should contact DIAC as a deferment could impact upon the visa.

3. After commencement at MQC

3.1 Deferment of enrolment by student

A student may apply to defer their enrolment based on compassionate or compelling circumstances, outlined in 1.1 above. The student will be interviewed by a Student Advisor and will be required to complete the *Variation to Enrolment – Deferral* form and provide supporting documentation.

The student must meet the grounds for deferment as described in Section 2.1 above in order to be approved for deferral.

The student must be notified whether a new CoE is required to cover the remaining period of study. If the end date of the current COE is affected, then a new COE will be issued prior to the student's return. If the end date is not affected, the CoE will be maintained until the student returns.

3.2 Suspension of Studies by MQC

The grounds MQC can use to suspend 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 (<http://www.exams.mq.edu.au/>)
- The student must be notified whether a new CoE is required to cover the remaining period of study. If the end date of the current COE is affected, then a new CoE will be issued prior to the student's return. If the end date is not affected, the CoE will be maintained until the student returns.
- The student must submit an airline ticket indicating the date on which he/she is due to leave Australia

Any period of deferment or suspension of studies 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.

In cases of application for deferment, the student will be notified in writing of MQC's response and will be given reasons regarding decision reached by MQC. In the event that MQC does not rule in favour of the student he or she will be advised that they can access MQC's Academic Grievance Procedures within 20 working days (<http://www.city.mq.edu.au/policies-procedures.html>).

Whilst the process is being conducted the student's enrolment will be maintained. Documentary evidence relating to the application for deferment will be placed on the student's file.

4. DEFINITIONS

- N/A

5. RELATED DOCUMENTS

- Refund Policies
- National Code Standard 13
- HESA Act 2003
- Transfer To Another Provider Policy

AMENDMENT HISTORY

Department:	Student Administration	
Approval Authority:	SMT	
Approval Date:	05 September 2011	
Date for Next Review:	05 September 2014	
Revision Date	Version	Summary of changes
05/09/2011	1	New Policy developed and implemented