



OVERSEAS STUDENT EXTENSION, DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT POLICY: COUNSELLING

Version	1.01	Number of pages	5
Responsible officer	Chief Academic Officer		
Contact	Policy Coordinator, policy@morling.edu.au		
Approved by	Academic Board		
Responsible Body	Academic Board		
Keywords	International student; Enrolment; Extension; Deferment; Suspension; Cancellation; CCSC; Special circumstances; Compassionate; Misconduct; Progression		
Access level <i>Select from the drop-down menu</i>	Public		
Dissemination Range	DSS Staff; CCSC Staff; Overseas CCSC Students		
Approval date	4 December 2019		
Effective date	4 December 2019		
Review date	November 2022		
Superseded documents	None		
Higher Education Standard	National Code Standard 9		
Document classification <i>Select from the drop-down menu</i>	Student Services and Administration		

1. PURPOSE

To specify the circumstances in which a student can defer, suspend or cancel their enrolment with Morling College and in which Morling College can initiate the suspension or cancellation of a student's enrolment.

2. DEFINITIONS

Key Term - Acronym	Definition
MC	Morling College
National Code	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
PRISMS	Provider Registration and International Student Management System

3. SCOPE

3.1 This policy applies to:

- 3.1.1 all overseas students on a student visa, enrolled in courses in Counselling
- 3.1.2 overseas students who have been issued with a package offer for more than one course, the principal course being the program of study at Morling College (MC)
- 3.1.3 MC staff.
- 3.2 This policy does not apply to the following:
 - 3.2.1 domestic students
 - 3.2.2 those on a visa other than a student visa.

4. POLICY STATEMENT

Morling College is committed to complying with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (the National Code).

Under the National Code, MC may enable a student to defer or suspend their enrolment if there are compassionate or compelling circumstance. See 5.1 below.

MC may suspend or cancel a student's enrolment based on the student's actions or failure to act. See 5.2 below.

5. PRINCIPLES

Deferment or suspension due to compassionate or compelling circumstances

- 5.1 Morling may defer or suspend the enrolment of a student if it believes there are compassionate and compelling circumstances. Circumstances considered to be compassionate or compelling can include, but are not limited to:
 - 5.1.1 serious illness or injury with a medical certificate stating that the student is unable to attend classes.
 - 5.1.2 bereavement of close family members such as parents or grandparents
 - 5.1.3 major political upheaval or natural disaster in the student's home country requiring emergency travel which has impacted on the student's study
 - 5.1.4 a traumatic experience that could include involvement in or witness to a serious accident or serious crime which is supported by a police or counsellors/psychologist's report
 - 5.1.5 the college's inability to offer a prerequisite unit
 - 5.1.6 unavailability of units
 - 5.1.7 inability to begin studying on the course commencement date due to delay in receiving a student visa.

Suspension or cancellation of enrolment by Morling College

- 5.2 MC may suspend or cancel a student's enrolment based on the student's

actions or failure to act. Grounds for suspension or cancellation of enrolment include but are not limited to:

- 5.2.1 academic misconduct. Refer to the MC Academic Misconduct Policy
- 5.2.2 General misconduct. Refer to the MC Student Code of Conduct and the MC Community Code.
- 5.2.3 Unsatisfactory course progress
- 5.2.4 Non-payment of fees by the due date.
- 5.2.5 Non-commencement of studies, where the student does not commence studies in a program when they are due to commence and they have not notified MC in writing, or where the student requested a deferment, but there no compassionate or compelling reasons for granting a deferment.
- 5.2.6 Where a student has not completed and does not return to studies after a break and **has not notified** MC. In this instance, the student has 'inactively' advised that they will not be continuing their studies.
- 5.2.7 MC considers a student to be **non-bona fide**. Indicators of this include, but are not limited to:
 - erratic course progress due to failure to regularly attend class, and attendance falls below 80%. Enrolment will be cancelled and the breach of course progress or attendance reported in the Department of Education's Provider Registration and International Student Management System (PRISMS)
 - Students who have been counselled regarding their attendance and progression but their attendance and progression continues to be unsatisfactory without reasonable cause
 - Students who have not committed to the individual learning plan developed to support their study
 - Students who attend classes but refuse to be engaged or to participate in the learning. Examples of this include:
 - not submitting assignments
 - not attending class when assessments are scheduled
 - refusing to participate or be involved in classroom or workshop activities.

Appeals

- 5.3 A student may appeal MC's decision to defer, suspend or cancel their enrolment. Refer to the Grievance Policy: International Counselling Students and the Grievance Procedure: International Counselling Students.
- 5.4 A change in enrolment status is not reported in PRISMS until the **internal**

process is complete unless extenuating circumstances relating to the welfare of the students apply. MC may choose to allow the student access to learning opportunities while the internal appeals process takes place.

- 5.5 Extenuating circumstances relating to the welfare of the student may include, but are not limited to the following. The student:
- is missing
 - had medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing
 - has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
 - is at risk of committing a criminal offence.

External Appeal

- 5.6 If a student accesses MC's internal complaints and appeals process and is unsuccessful in the appeal against MC's intention to cancel the student's enrolment, MC will report the cancellation of the student's enrolment in PRISMS. MC is not required to await the outcome of any external appeals process.
- 5.7 Once MC notifies the Department of Education of the suspension or cancellation of a student's enrolment, the student has 28 days to leave Australia, to show DIBP a new Certificate of Enrolment or to provide DIBP with evidence that he or she has accessed an external appeals process. Therefore, any student wishing to access an external appeals process must contact DIBP and provide evidence of having accessed an external appeals process within 28 days of MC notifying the Department of Education of the cancellation of enrolment. DIBP will then consider the student's individual circumstances and whether to cancel or maintain the student's visa.

Extension of enrolment

- 5.8 MC will only extend the duration of study where it is clear that the student will not complete the course within the expected duration, as specified on the Confirmation of Enrolment, as a result of:
- compassionate or compelling circumstances (eg illness where a medical certificate states that the student were unable to attend classes or where MC was unable to offer a pre-requisite unit)
 - MC implemented its intervention strategy if the student were at risk of not meeting satisfactory course progress; or
 - an approved deferment or suspension of study has been granted.

Cancellation of enrolment and refunds

- 5.9 See MC Refund of Tuition Fees Policy: Overseas Counselling Students.

Record Keeping

5.10 Records of decisions made under this policy will be maintained by the Registrar's Office.

6. RELATED DOCUMENTS AND LEGISLATION

Education Services for Overseas Students (Calculation of Refund) Specification 2014

Education Services for Overseas Students Act 2000 (ESOS Act) and related amendments and regulations (C'wealth)

MC Academic Misconduct Policy

MC Community Code

MC Grievance Policy: International Counselling Students

MC Grievance (Academic Matters) Procedure: International Counselling Student

MC Refund of Tuition Fees Policy: Overseas Counselling Students

MC Student Code of Conduct

National Code of Practice for Providers of Education and Training to Overseas Students 2018. (C'wealth)

7. REFERENCES

Australian College of Theology Extension, Deferment, Suspension and Cancellation of Enrolment Policy – Overseas Students

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords.
1.00	Academic Board	4 December 2019	4 December 2019	New policy

Download this policy anew with each use, as it may have changed.