

# Deferral, Withdrawal and Course Extension Procedure



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| <b>Approved by</b>   | Stanley College Academic Board   |
| <b>Authorised Officer</b>  | Registrar  |
| <b>Supporting documents, procedures and forms of this policy</b> | Deferral, Withdrawal and Course Extension Policy<br>Course Variation Form<br>Student Grievance and Complaint Policy<br>Refund Policy<br>Application for Withdrawal Form<br>Unit Withdrawal Form        |
| <b>Related Legislation and Codes of Practice</b>                 | <a href="#">Education Services for Overseas Students (ESOS) Act 2000</a><br><a href="#">Higher Education Support Legislation Amendment Bill 2017</a><br><a href="#">National Code 2018, Standard 8</a> |
| <b>Audience</b>  | Public   |

## 1. PROCEDURE

### Unit Withdrawal Requests

- 1.1 Students may apply to withdraw from a unit by the relevant census dates without academic penalty. Students may apply to withdraw from a unit after the relevant census dates, but will incur an academic penalty or financial penalty, unless special circumstances apply. Refer to the *Refund Policy* for details.
- 1.2 Applications for Unit Withdrawals from international students will be assessed on a case-by-case basis, to ensure that a withdrawal from unit/s will not extend their course duration, which may consequently impact their student visa.

1.3 Any Stanley College student who wishes to withdraw from unit/s of study must submit the following to Stanley College:

- a. A *Unit Withdrawal Form*, and
- b. Reasons and documentation (where applicable) for the withdrawal.

1.4 Once the complete request has been received, Stanley College will assess the withdrawal request within 14 working days.

#### **Approved Unit Withdrawal**

1.5 If the withdrawal request has been approved, Stanley College will:

- a. Cancel the student's enrolment in the unit; and
- b. Notify the student.

1.6 Stanley College will record the following information on the College's Student Management Database (eBECAS):

- a. The application for withdrawal;
- b. The assessment of the withdrawal request;
- c. All supporting documentation provided by the student (where applicable);
- d. The decision of the withdrawal, and
- e. The notification to the student.

#### **Refused Unit Withdrawal Requests**

1.7 If Stanley College refuses the unit withdrawal, Stanley College will:

- a. Issue a written response to the student outlining the reasons for the refusal; and
- b. Inform the student of their right to appeal the decision within 20 working days, as per *Student Grievance and Complaint Policy and Procedure*.

1.8 Stanley College will record the following information on the College's Student Management Database (eBECAS):

- a. The application for withdrawal;
- b. The assessment of the withdrawal request;
- c. All supporting documentation provided by the student (where applicable);
- d. The decision of the withdrawal request, and
- e. The notification to the student.

#### **Course Withdrawal Requests**

1.9 Students may apply to withdraw from the course by the relevant census dates without academic penalty. Students may apply to withdraw from the course after the relevant census dates, but will incur an academic penalty or financial penalty, unless special circumstances apply. Refer to the *Refund Policy* for details.

1.10 Any Stanley College student who wishes to withdraw from their course of study must submit the following to Stanley College:

- a. An *Application for Withdrawal Form*; and
- b. Reasons and documentation (where applicable) for the withdrawal.

1.11 Stanley College will process the withdrawal request within 10 working days of receiving a complete application.

### **Approved Course Withdrawal**

- 1.12 If the withdrawal request has been approved, Stanley College will:
- a. Cancel the student's enrolment in the course;
  - b. Cancel the student's Confirmation of Enrolment (CoE) via PRISMS, and
  - c. Notify the student to contact Department of Home Affairs (DoHA) to seek advice on whether a new visa is required.
- 1.13 Stanley College will record the following information on the College's Student Management Database (eBECAS):
- a. The application for withdrawal;
  - b. The assessment of the withdrawal request;
  - c. All supporting documentation provided by the student (where applicable);
  - d. The decision of the withdrawal, and
  - e. The notification to the student.

### **Refused Course Withdrawal Requests**

- 1.14 Circumstances where Stanley College will refuse the request:
- a. If the student has not completed six months of their principal course (this will be assessed as per the *Student Transfer Policy and Procedure*); or
  - b. There are outstanding fees owing to Stanley College.
- 1.15 If Stanley College refuses the course withdrawal, Stanley College will:
- a. Issue a written response to the student outlining the reasons for the refusal, and
  - b. Inform the student of their right to appeal the decision within 20 working days, as per *Student Grievance and Complaint Policy and Procedure*.
- 1.16 Stanley College will record the following information on the College's Student Management Database (eBECAS):
- a. The application for withdrawal;
  - b. The assessment of the withdrawal request;
  - c. All supporting documentation provided by the student (where applicable);
  - d. The decision of the withdrawal, and
  - e. The notification to the student.

### **Course Extension Requests**

- 1.17 Any Stanley College student who wishes to extend their student visa and receive a new CoE is required to request a course extension. Stanley College will only provide a course extension and a new CoE in the following circumstances:
- a. The student can provide evidence to show compassionate or compelling circumstances;
  - b. An intervention strategy has been implemented or is in the process of being implemented;
  - c. The student has had an approved deferral of their enrolment, or
  - d. The student has had their enrolment suspended.
- 1.18 Any Stanley College student who wishes to request a course extension must provide the following:
- a. A *Course Variation Form*; and
  - b. Evidence to demonstrate the student meets one of the requirements specified in 1.17 of this Procedure.

- 1.19 Once the complete request has been received, Stanley College will assess the course extension request within 10 working days.

### **Approved Course Extension Requests**

- 1.20 If the course extension request has been approved, Stanley College will:
- a. Issue the student an extended CoE for the expected duration of study; and
  - b. Notify the student to contact DoHA to seek advice on whether a new visa is required.
- 1.21 The Registrar's Office will record the following information on Stanley College's Student Management Database (eBECAS):
- a. The application for course extension;
  - b. The assessment of the course extension request;
  - c. All supporting documentation provided by the student (where applicable);
  - d. The decision of the extension request, and
  - e. The notification to the student.

### **Refused Course Extension Requests**

- 1.22 If Stanley College refuses the course extension request, Stanley College will:
- a. Issue a written response to the student outlining the reasons for the refusal; and
  - b. Inform the student of their right to appeal the decision within 20 working days, as per *Student Grievance and Complaint Policy and Procedure*.
- 1.23 Stanley College will record the following information on the College's Student Management Database (eBECAS):
- a. The application for course extension;
  - b. The assessment of the course extension request;
  - c. All supporting documentation provided by the student (where applicable);
  - d. The decision of the extension request, and
  - e. The notification to the student.

### **Deferral Requests**

- 1.24 If a student needs to suspend studies, but intends to continue the course, then at the time of postponement the student must complete an *Application for Deferral Form* and submit it to the Registrar's Office. Fees may apply – refer to the *Student Fees Policy and Procedure*.
- 1.25 Students who wish to defer their studies may apply for deferment for up to two semesters.
- 1.26 Requests for deferment are not automatically granted and will not be approved to allow commencement of another tertiary program.
- 1.27 Deferment will usually be granted only on the grounds of compassionate or compelling circumstances. If deferment is granted, tuition fees may be transferred to the revised commencement date.
- 1.28 Any Stanley College student who wishes to defer their studies is required to:
- a. Complete a *Course Variation Form*; and
  - b. Provide evidence to show compassionate or compelling circumstances.

- 1.29 Once the complete request has been received, Stanley College will assess the deferral request within 14 working days.

### **Approved Deferral Requests**

- 1.30 If the deferral request has been approved, Stanley College will:
- a. Cancel the student's CoE; and
  - b. Notify the student to contact DoHA to seek advice on whether a new visa is required.
- 1.31 The Registrar's Office will record the following on Stanley College's Student Management Database (eBECAS):
- a. The application for the deferral;
  - b. The assessment of the deferral request;
  - c. All supporting documentation provided by the student;
  - d. The decision of the deferral; and
  - e. The notification sent to the student.

### **Refused Deferral Requests**

- 1.32 If Stanley College refuses the deferral request, Stanley College will:
- a. Issue a written response to the student outlining the reasons for the refusal; and
  - b. Inform the student of their right to appeal the decision within 20 working days, as per *Student Grievance and Complaint Policy and Procedure*.
- 1.33 Stanley College will record the following on the College's Student Management Database (eBECAS):
- a. The application for the deferral;
  - b. The assessment of the deferral request;
  - c. All supporting documentation provided by the student;
  - d. The decision of the deferral; and
  - e. The notification sent to the student.

### **Review of Decisions and Appeals**

- 1.34 Applicants may seek a review of a decision if they are dissatisfied with the outcome of their application.
- 1.35 The procedure of assessing complaints is outlined within the *Student Grievance and Complaint Policy and Procedure*.
- 1.36 If a student lodges a complaint, the student is required to continue with their study and assessments until a decision has been made.

### **Refunds**

- 1.37 If the student believes they are entitled to a refund, further information can be found in Stanley College's *Refund Policy*.