

<ul style="list-style-type: none"> • Students are required to provide evidence of the compassionate or compelling circumstances and these must be documented on the student's file. Appropriate evidence includes but is not limited to a medical certificate, police report or psychologist report. • A leave of absence of 28 calendar days or less does not necessitate the student leaving Australia. • Any leave of absence of more than 28 calendar days requires the student to return home for the period of the deferment or suspension unless special circumstances exist, for example the student is unfit to travel. In these circumstances students must be referred to DIBP who will decide whether the student may stay in Australia. • If the leave of absence is for more than six months the student's visa will be cancelled and the student will need to apply for a new visa. 	
<p>International Student Services Staff:</p> <ol style="list-style-type: none"> a) Assess the request against the requirements above and make a recommendation on the leave of absence to the Centre Manager International Student Services. b) Document evidence of the compassionate or compelling circumstances and these must be documented on the student's file. 	ISS Staff CAE College Staff
<p>Centre Manager, International Student Services or CAE College Centre Manager:</p> <ol style="list-style-type: none"> a) Makes a decision on the granting of the leave of absence prior to further action being taken. 	Centre Manager, ISS / CAE College Centre Manager or nominated staff member
<p>International Student Services Staff:</p> <ol style="list-style-type: none"> a) Liaise with the relevant teaching centre staff to identify the impact of the leave of absence on the student's study plan and the potential impact this will have on their ability to complete the course within the duration of the course as registered on CRICOS. b) Advise the student where the deferral may impact on their student visa and that they should contact DIBP for advice. c) Place evidence of this advice on the student's file. d) Record the deferral in PRISMS. 	ISS Staff CAE College Staff
<p>International Students:</p> <ol style="list-style-type: none"> a) Are required to keep the Institute/CAE informed of their intentions to continue their studies and must confirm in writing their intention to return to studies at least 6 weeks before the commencement of the semester. 	International Students

<p>b) Where a leave of absence has been granted on medical grounds students are required to provide a clearance to return to studies in the form of a medical practitioner's statement/certificate.</p> <p>c) The return to study will be subject to the consideration of the medical report, DIBP approval and confirmation from the teaching centre.</p>	
<p>3. Suspension or cancellation as a penalty for non payment of fee</p> <p>International Students:</p>	<p>International Students</p>
<p>a) Students must pay tuition fees for the amount invoiced and by the date specified on the invoice which will be mailed to the student. In exceptional circumstances the Institute/CAE may grant an extension for payment. Requests for an extension are to be made to Centre Manager International Student Services or their delegate a minimum of 1 week before the due date.</p> <p>b) The Institute/CAE may suspend or cancel the student's enrolment due to the non-payment of fees. Awards, transcripts or results will not be issued to students who have outstanding fees.</p> <p>c) The tuition course fees for the Institute are due two weeks before the start of each semester.</p> <p>d) A late payment penalty may apply.</p>	<p>ISS Staff CAE College Staff</p>
<p>International Student Services Staff:</p> <p>Where payment is late:</p> <p>a) forward a reminder to the international student requesting payment within 7 calendar days from the date of the Reminder Letter.</p> <p>b) a second reminder letter will be sent 7 calendar days from the initial reminder letter and will contain information regarding the consequences of non-payment which may result in suspension or cancellation of enrolment.</p> <p>If the student fails to pay the fees and an extension has not been granted:</p> <p>a) notify the student of its intent to cancel the student's enrolment and advise the student that they have 20 working days in which to access the Institute's appeals process. Students may be suspended from classes in this period.</p> <p>b) advise the Office of the Registrar and relevant Teaching Centres of any students who are not eligible for awards, transcripts or results and Teaching Centres of students who may be suspended from class pending any appeal.</p>	

<p>4. Suspension or cancellation as a penalty for misconduct</p> <p>a) The Institute and CAE’s expectations of student conduct are articulated in the Student Code of Conduct.</p> <p>b) All issues of misconduct will be dealt with in accordance with the Institute and CAE’s Student Conduct Management Policy and Procedure.</p> <p>c) Once the appeals process has been completed and if the suspension or cancellation remains this must be reported on PRISMS.</p>	<p>ISS Staff CAE College Staff</p>
<p>5. Appeals against a penalty for non-payment of fees</p> <p>a) International students wishing to lodge an appeal against a penalty for non payment of fees should lodge a formal grievance in writing in accordance with the Institute/CAE’s Student Grievance Policy and Procedure within 20 working days of the date of the student being notified of the penalty.</p> <p>b) Once the appeals process has been completed and if the suspension or cancellation remains this must be reported on PRISMS.</p>	<p>International Students</p> <p>ISS Staff CAE College Staff</p>
<p>6. Appeals against a penalty for misconduct</p> <p>a) International students wishing to lodge an appeal against a penalty for misconduct should do so in writing in accordance with the Institute/CAE’s Student Conduct Management Policy and Procedure within 20 days of the date of the student being notified of the penalty.</p> <p>b) Once the appeals process has been completed and if the suspension or cancellation remains this must be reported on PRISMS.</p>	<p>International Students</p> <p>ISS Staff CAE College Staff</p>
<p>7. External avenue of appeal against a decision taken by the Institute/CAE</p> <p>International students also have the right to contact the Commonwealth Department of Education in relation to grievances under the ESOS Act.</p> <p>a) Students must notify the Institute/CAE of their decision to seek an external appeal within 5 working days of notification of the decision of the Institute/CAE in relation to an appeal.</p> <p>b) Once the appeals process has been completed and if the suspension or cancellation remains the student must be reported on PRISMS.</p>	<p>International Students</p> <p>ISS Staff CAE College Staff</p>
<p>Approval Body</p>	<p>CEO</p>
<p>Document ID</p>	<p>PROIS29</p>

Linked Files

1. International Inbound Students Deferment, Suspension or Cancellation of Enrolment Policy - BHI and CAE
2. Student Conduct Management Policy – BHI Group
3. Student Conduct Management Procedure – BHI Group
4. Student Grievance Policy – BHI Group
5. Student Grievance Procedure – BHI Group
6. International Request for Leave of Absence Form
7. Student Code of Conduct