

QMS Online**Section:** ESOS/International**Page:** International Inbound Students Deferment, Suspension or Cancellation of Enrolment Policy - BHI & CAE**Version:** 1**Creation Date:** 20/02/13, 15:06**Print Date:** 30/11/2015

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International Inbound Students Deferment, Suspension or Cancellation of Enrolment Policy - BHI & CAE

Purpose

To document the Institute's and CAE's policy for the deferment, suspension and cancellation of Inbound International Student enrolments in accordance with Standard 13 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Scope

This procedure applies to all inbound international students enrolled at Box Hill Institute or CAE, and in the case of deferment, all students who have been issued with an electronic confirmation of enrolment (eCoE) by the Institute/CAE. It also applies to all employees dealing with deferment, suspension or cancellation of enrolment for inbound international students.

Policy Statement

International students are able to defer the commencement of their studies at the Institute/CAE or temporarily suspend their studies during their course through formal agreement in certain limited circumstances.

Students may also have their enrolment suspended or cancelled due to misconduct, non-payment of fees, unsatisfactory attendance or unsatisfactory course progression.

Students have the right to appeal a decision taken by the Institute/CAE to suspend or cancel their enrolment. Where enrolment is suspended or cancelled, the Commonwealth Department of Immigration and Border Protection (DIBP) will not be notified of a change to the enrolment status until any internal grievance or appeal processes instigated by the student have been completed.

In the case of students under the age of 18, deferment or suspension of studies initiated by the student will only be approved with the permission of the student's parent or guardian. Where a decision is taken by the CAE to suspend a student who is under 18, appropriate welfare arrangements will be put in place for any student who is suspended. Box Hill Institute does not accept any inbound international students under the age of 18.

Code of Conduct

All employees are expected to conduct themselves in a manner consistent with the Box Hill Institute Group Code of Conduct for Employees.

Deferral - to delay commencement of studies.

Suspension of enrolment or Leave of Absence - to put studies on hold

Definitions	<p>for a specified period.</p> <p>Cancellation - is where enrolment is terminated.</p> <p>Compassionate or compelling circumstances - are generally those beyond the control of the students and which have an impact on the student's course progress or well-being. These include but are not limited to: serious illness, death in the family, major political upheaval or natural disaster in the home country which requires the student to return home, or a traumatic incident.</p> <p>Formal Grievance - s a complaint made in writing about a process, decision or provision of service at the Institute/CAE.</p> <p>Electronic Confirmation of Enrolment (eCoE) - document issued by the provider on PRISMS that is the accepted evidence of enrolment by DIBP for processing a student visa or for the change of providers.</p> <p>DIBP - Commonwealth Department of Immigration and Border Protection (DIBP).</p> <p>Department of Education - Commonwealth Department of Education.</p> <p>Misconduct - is as defined in the Student Conduct Management Policy and can be of a general nature or relate to academic misconduct.</p> <p>PRISMS - is the Department of Education's Provider Registration and International Students Management System.</p>
Related Procedures	<p>The following procedures are linked below:</p> <ul style="list-style-type: none"> • International Inbound Students Deferment, Suspension or Cancellation Procedure – Box Hill Institute and CAE • Student Conduct Management Procedure – BHI Group • Student Grievance Procedure – BHI Group
Related Operating Guidelines	NIL
Related Forms	See linked forms below.
Related Policy, Legislation and Regulation	<p>Box Hill Institute Group</p> <ul style="list-style-type: none"> • Student Conduct Management Policy – BHI Group • Student Grievance Policy – BHI Group <p>External</p> <ul style="list-style-type: none"> • Education Services for Overseas Students Act 2000 • National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
Records	Records will be maintained in accordance with the requirements of Box Hill Institute's and CAE's Records Management Policy and Procedure.
Review	This policy and any associated procedures must be reviewed no later than five (5) years from the date of approval. The policy and associated procedures will remain in force until such time as they have been reviewed and re-approved or rescinded. The policy and procedures may be rescinded or amended as part of continuous improvement prior to the scheduled review date.

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