



SUSPENSION, DEFERMENT OR CANCELLATION OF AN OVERSEAS STUDENT'S ENROLMENT POLICY

Policy:

The Sydney College of Divinity and its Teaching Bodies will, in certain limited circumstances, enable students to defer or temporarily suspend their studies during the course.

Cancellation or suspension of a student's enrolment may be initiated by the student or the college. The Sydney College of Divinity may suspend or cancel a student's enrolment due to academic misconduct, which includes, but is not limited to: plagiarism, cheating, fraud, improper behaviour, misrepresentation, and unethical behaviour.

Where a suspension or cancellation of a student's visa is not initiated by the student, the Sydney College of Divinity and its Teaching Bodies will notify the student in writing that he or she has 20 working days in which to access the complaints and appeals process and may continue in the course until any appeals are finalized, unless the student's health or wellbeing or the wellbeing of others is likely to be at risk, according to Standard 9 of the National Code 2018.

The Sydney College of Divinity and its Teaching Bodies will inform the Department of Home Affairs (DHA) via PRISMS when a student's enrolment is deferred, temporarily suspended or cancelled. The SCD or its Teaching Bodies will inform the overseas student to seek advice from the DHA to the potential impact on their visa.

The Sydney College of Divinity and its Teaching Bodies will maintain records of all actions in the suspending, deferring or cancelling an overseas student's enrolment.

Procedures:

- 1) Assessing, approving and reporting a deferment of the commencement of study or a temporary suspension of study.
 - An overseas student may apply in writing to their Teaching Body in the Sydney College of Divinity with a request to defer commencement of study or for a temporary suspension of study.

- Deferral or temporary suspension will only be granted on the grounds of compassionate or compelling circumstances which includes:
 - serious illness or injury with a medical certificate stating that the student was unable to attend classes;
 - bereavement of close family members such as parents or grandparents;
 - major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted or the student's study;
 - a traumatic experience which could include involvement in or witnessing a serious accident, witnessing or being the victim of a serious crime (supported by a police or psychologist's report);
 - the College's inability to offer a prerequisite unit or the overseas student failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.

- The relevant Teaching Body will make a decision about the eligibility of the student to receive a deferral or temporary suspension based on the provision of documentary evidence in support of the claim and keep copies of these documents and decisions in the student's file.
- The student will be sent a written response informing him or her of the college's decision
- The student will be informed that deferring or suspending his or her enrolment may affect his or her student visa and that they should seek advice from the DHA.
- The Sydney College of Divinity and its relevant Teaching Body will notify DHA via PRISMS where the student's enrolment is deferred or temporarily suspended.
- The student's request and the college's response will be recorded.

- 2) Assessing, approving and reporting a cancellation of a student's enrolment
 - Either a student or the college may initiate the cancellation of a student's enrolment.
 - The Sydney College of Divinity and its Teaching Bodies may choose to cancel a student's enrolment based on misbehaviour of the overseas student which includes academic misconduct (includes, but is not limited to: plagiarism, cheating), fraud, improper behaviour, misrepresentation, unethical behaviour, failure to pay the required amount to undertake or continue the course as stated in the written agreement or breach course progress requirements. Evidence of relevant misbehaviour must be demonstrated, and documentation held on the student's file.
 - Where the cancellation is initiated by the college, the student will be sent a written notice to:
 - Inform the student of the college's intention to cancel the student's enrolment
 - Inform the student of the right to appeal the college's decision under the SCD Grievance Procedures (in keeping with Standard 9 of the National Code 2018)

- Inform the student that he or she has 20 working days in which to access the complaints and appeals process and may continue in the course until any appeals are finalised.
- Where the cancellation is initiated by the student, the student will be informed that cancelling his or her enrolment may affect his or her student visa and DHA will be notified via PRISMS within 14 days of the student- initiated cancellation / deferment / suspension.
- After the 20 working days have passed and the student has not chosen to access the complaints and appeals processes, or has withdrawn from the process, or the process is completed and results in a decision supporting the college's initial determination, the Sydney College of Divinity and its relevant Teaching Body will inform DHA through PRISMS of the cancellation of the student's enrolment as soon as possible.
- The cancellation may take affect before the 20 working days have passed where extenuating circumstances relating to the welfare of the student apply.
- Documentation of the initiation of the cancellation by the student or the college and its processing by the college will be kept in the college's records.

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