

DEFERRING, SUSPENDING OR CANCELLING ENROLMENT: GUIDE FOR OVERSEAS STUDENTS

Standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 determines that overseas students can defer or temporarily suspend their studies (including intermission) in limited circumstances. The University of Divinity reserves the right to suspend or cancel a student's enrolment.

Related Documents

Enrolment Policy
Academic Misconduct Policy
Appeals Policy
Course Progress Policy

These policies may be consulted on the University website at <https://divinity.edu.au/university-of-divinity/governance/policies-and-procedures/>

1. Deferment of studies

- 1.1 If you are unable to commence the course in the semester you applied for, you may be able to defer your commencement until the following semester or year. Students who wish to defer commencement of their course should complete the appropriate form:

For coursework students: Use the Change of Enrolment Form downloadable from <http://www.divinity.edu.au/study/admission-and-enrolment-forms/>

For research students: Use the HDR Course Deferral Form downloadable from <http://www.divinity.edu.au/study/research/current-hdr-students/>

- 1.2 Return the completed Form to the College Registrar with all necessary documents to support your request.
- 1.3 Alternatively, send an email to the College Registrar, giving the reason for your deferment and attaching all necessary documentation. The Office of the Vice Chancellor will make a decision on your application and inform you of the outcome. If your deferral is approved, you will receive a new offer letter with a revised start date.
- 1.4 A request for deferment should be submitted as soon as you know you will be unable to arrive in time for the semester. Deferment requests received after the semester has started may not be accepted.

2. What are the grounds for deferment or suspension of study?

- 2.1 These grounds, as outlined in Standard 9.2 of the National Code 2018 are:
- a) compassionate or compelling circumstances, or
 - b) misbehavior, or misconduct by the student, or
 - c) failure to pay the University to undertake or continue the course of study as stated in University supplied written agreements, or
 - d) A breach of course progress; or
 - e) Failure to adhere to and maintain attendance conditions and requirements as specified for Student Visa holders

3. What is the meaning of 'compassionate or compelling' circumstances?

- 3.1 *Compassionate* circumstances include situations of serious illness or serious medical condition affecting your ability to study, or a bereavement of a close family member and you are required to provide assistance or support.
- 3.2 *Compelling* refers to circumstances that are involuntary, and you are faced with a situation in which there is little or no alternative e.g. personal or family situations which require your attention and over which you have no control, or social or political upheaval in your country affecting your family.

4. Suspension of study - Intermission

- 4.1 This means a voluntary suspension of study. Students who are enrolled and subsequently wish to take leave from their studies may apply for an intermission of up to 12 months. This can only be granted on the basis of compassionate or compelling circumstances. In granting this leave, a place in the course is reserved for you when the intermission has ended providing that you re-enrol prior to resumption of studies during the designated periods, which are available on the University website. Such leave will be considered in consultation with your Course Advisor.
- 4.2 Your course completion date will be extended by the period of your intermission, and if you are a student visa holder, the University will issue you with a new Confirmation of Enrolment (CoE). During the intermission you are considered to be a student of the University for the period of the intermission. To maintain your enrolment after this time you must observe the scheduled re-enrolment dates for the following semester or academic year.

5. How do I apply for intermission of studies?

- 5.1 Coursework students must complete the Change of Enrolment Form, which can be downloaded from <http://www.divinity.edu.au/study/admission-and-enrolment-forms/>
- 5.2 Research students must complete the Leave of Absence Request Form which can be downloaded from <http://www.divinity.edu.au/study/research/current-hdr-students/>
- 5.3 Completed forms should be forwarded to your College Registrar in the first instance. Once your application has been considered, the Office of the Vice Chancellor will inform you of the outcome. If you are a Student Visa Holder, you should also seek advice about the visa implications of intermission from the Department of Home Affairs: <https://www.homeaffairs.gov.au/>

6. Suspension of study – Discipline

- 6.1 This is an involuntary suspension of study which is activated by student misconduct. For information about discipline see Academic Misconduct Policy.

7. Cancellation of Enrolment

- 7.1 The University may terminate or cancel a student's enrolment in a course for a number of reasons including, but not limited to:
 - a) Unsatisfactory Academic Progress: see the Course Progress Policy as applicable to you.
 - b) Academic and General Misconduct: see the Academic Misconduct Policy.
 - c) Non-payment of Tuition Fees.
- 7.2 Where the University intends to terminate, suspend or cancel a student's enrolment, the student must be notified that she or he has 20 days to access the appeals process under the University's Appeals Policy. A student's enrolment must be maintained (i.e. the student not reported to the relevant Commonwealth Department) during the internal appeals process.