

DEFERRING, SUSPENDING OR CANCELLING INTERNATIONAL ONSHORE STUDENT'S ENROLMENT POLICY

Purpose

To set out the circumstances and processes that relate to deferrals, suspensions and cancellation of International Onshore Students' enrolment at AIB. The principles guiding the development of these details are that:

- International Onshore Students studying on a student visa may require or be required to defer, suspend or cancel their studies with AIB;
- International Onshore Students are entitled to an internal appeal where AIB has initiated deferment, suspension or cancellation of enrolment;
- AIB has a formal process to facilitate administration processes for deferment, suspension and cancellation of studies to ensure fairness and equity; and
- AIB will ensure compliance with the relevant legislation with respect to administration of deferment, suspension and cancellation of International Onshore student visa holders enrolled in AIB qualifications.

Scope

This policy provides a framework for AIB administrative processes for deferment, suspension and cancellation of International Onshore Student visa holders enrolled in AIB courses and as per requirements of the ESOS Act and the National Code of Practice 2018. Therefore, this policy does not apply to offshore international students, onshore international students holding other visas, or to Domestic Students.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Compassionate or compelling circumstances are those beyond the control of the student and which have an impact on the student's course progress and/or wellbeing, such as serious illness or injury (as supported by medical certification), death of a close family member, traumatic experience (as supported by a police, psychologist or other official report), a delay in the issue of a student visa by the relevant Commonwealth authority, or other such event. AIB shall assess each case on its individual merit and as per documentary evidence available/as requested.

Details

1. Deferrals – compassionate or compelling circumstances

- 1.1 AIB shall only approve or initiate a deferral (or temporary postponement of studies) for International Onshore Students in circumstances that it considers, in its absolute discretion, are compassionate or compelling circumstances. This will generally be in extraordinary cases beyond the control of the student of which has an impact on the student's course progress and/or wellbeing, such as serious illness, death in the family or other seriously traumatic events.
- 1.2 International Onshore students must make all deferral applications in writing and provide it together with appropriate evidence, no later than 10 business days (inclusive of public holidays) before the intended date of deferral.
- 1.3 Where an application for a deferral of studies is not submitted or the process in 1.2 is otherwise not followed, the student risks being reported to the appropriate authority and/or cancellation of enrolment.
- 1.4 AIB does not permit deferment of commencement of studies. Where an International Onshore Student is unable to commence as per the Letter of Offer, the offer will expire and where an electronic Confirmation of Enrolment has been issued, AIB will notify via PRISMS cancellation of enrolment to the Commonwealth Department of Education and subsequently the Department of Home Affairs. International Onshore Students wishing to commence an AIB course at a later date than provided on their original Letter of Offer will be required to reapply via AIB's admissions process.

2. Suspension or cancellation – student misconduct

- 2.1 AIB may, in its absolute discretion, suspend or cancel any International Onshore Student's enrolment in cases of misconduct. This includes, but is not limited to, incidents of student, academic and research misconduct or other breaches of AIB Policies governing student conduct (generally stipulated in "Related Policies" below).
- 2.2 Non-payment of fees also risks cancellation of enrolment.

3. Administration

- 3.1 AIB must inform the student in writing of its intention to defer, suspend or cancel An International Onshore Student's enrolment, reasons for AIB's decision, and that the student has 20 working days to access the internal complaints and appeals process as per AIB's Academic and Non-Academic Grievance Policy. If the student accesses the internal complaints and appeals process, the deferment, suspension or cancellation cannot take effect until the process is completed (unless extenuating circumstances relating to the welfare of the student apply).
- 3.2 Whilst AIB must maintain enrolment until all internal appeals have been exhausted, the provision of continued learning opportunities during a period of suspension is at the discretion of AIB. However, where AIB has concerns for the safety and welfare of the International Onshore Student and/or other students and staff, exclusion from AIB may be imposed during any appeal period.

- 3.3 AIB shall also inform the International Onshore Student in writing that deferring, suspension or even cancelling their enrolment will be notified to the DET and subsequently to the Department of Home Affairs, and therefore the student will also be advised in writing to seek advice from Department of Home Affairs on any impact on the respective student visa. Further, AIB shall notify the Secretary of the DET via PRISMS of the student's deferment, suspension or cancellation, and otherwise comply with Standard 9 of the National Code 2018. AIB is obliged under the ESOS Act to complete the required PRISMS reporting within 31 days of any variation to enrolment of a student visa holder or within 14 days where the student is aged under 18 years.
- 3.4 Where an International Onshore Student lodges an external appeal against an AIB decision to defer, suspend or cancel enrolment, AIB is not obliged to wait for the outcome prior to reporting the variation of enrolment via PRISMS.
- 3.5 AIB shall maintain in the student's file copies of all documentation relating to applications, evidence and assessment of any deferment, suspension and/or cancellation of enrolment.

Related Forms:

Nil

Related Policies:

Academic and Non-Academic Grievance Handling
 Academic Integrity
 Academic Progress
 Research and Publications Policy
 Research and Research Degrees Policy
 Research Degree Administration Policy and Procedure
 Student Misconduct and Discipline

Responsibility:

Head of Student Engagement

Current Status:	Version 6
Approved By:	Board of Directors
Date of Approval:	26 October 2017
Previous version:	22 June 2017
	12 August 2015
	1 July 2011
	5 November 2010
	25 February 2010
Date of Next Review:	26 October 2019