

OVERSEAS STUDENT ENROLMENT DEFERMENT, SUSPENSION AND CANCELLATION POLICY: CCSC

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1. PURPOSE

To specify the circumstances in which an overseas Counselling student at Morling College (MC) can defer, suspend, or cancel their enrolment with MC and in which MC can initiate the suspension or cancellation of an overseas Counselling student's enrolment.

2. DEFINITIONS

The following definitions apply for the purpose of this policy:

Key Term or Acronym	Definition
CCSC	The faculty of Counselling, Chaplaincy and Spiritual Care (including Professional Supervision)
DHA	Department of Home Affairs
MC	Morling College
National Code	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
PRISMS	Provider Registration and International Student Management System

3. SCOPE

This policy applies to:

- All overseas students on a student visa, enrolled in courses in Counselling at MC.
- Overseas Counselling students who have been issued with a package offer for more than one course, the principal course being the program of study at MC.
- MC staff.

This policy does not apply to the following:

- Domestic students.
- Those on a visa other than a student visa.
- Overseas students at MC enrolled in the faculty of Bible and Theology. Refer to the corresponding policy of the Australian College of Theology.

4. POLICY STATEMENT

Morling College is committed to complying with the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018* (the National Code) in how it varies the enrolment of overseas students.

Under the National Code, MC may enable a student to defer or suspend their enrolment if there are compassionate or compelling circumstance.

MC may also suspend or cancel a student's enrolment based on the student's actions or failure to act.

5. PRINCIPLES

Deferment or suspension due to compassionate or compelling circumstances

- 5.1 MC may defer or suspend the enrolment of a student if it believes there are compassionate and compelling circumstances. Circumstances considered to be compassionate or compelling can include, but are not limited to:
- 5.1.1 Serious illness or injury with a medical certificate stating that the student is unable to attend classes.
 - 5.1.2 Bereavement of close family members such as parents or grandparents.
 - 5.1.3 Major political upheaval or natural disaster in the student's home country requiring emergency travel which has impacted on the student's study.
 - 5.1.4 A traumatic experience that could include involvement in or witness to a serious accident or serious crime which is supported by a police or counsellors/psychologist's report.
 - 5.1.5 MC's inability to offer a prerequisite unit.
 - 5.1.6 Unavailability of units.

- 5.1.7 Inability to begin studying on the course commencement date due to delay in receiving a student visa.
- 5.2 A student may apply to defer or suspend their enrolment by contacting the Overseas Liaison Officer.
- Suspension or cancellation of enrolment by MC
- 5.3 MC may suspend or cancel a student's enrolment based on the student's actions or failure to act. Grounds for suspension or cancellation of enrolment include but are not limited to:
- 5.3.1 Academic misconduct. Refer to the *Student Academic Misconduct Policy EDU CCSC*.
 - 5.3.2 General misconduct. Refer to the *Student Code*.
 - 5.3.3 Unsatisfactory course progress.
 - 5.3.4 Non-payment of fees by the due date.
 - 5.3.5 Non-commencement of studies, where the student does not commence studies in a program when they are due to commence and they have not notified MC in writing.
 - 5.3.6 Non-commencement of studies, where the student requested a deferment, but with no compassionate or compelling reasons for granting a deferment.
 - 5.3.7 Where a student has not completed, and does not return to, studies after a break, and has not notified MC. In this instance, the student has 'inactively' advised that they will not be continuing their studies.
 - 5.3.8 Where MC considers a student to be *non-bona fide* (see next).
- 5.4 *Non-bona fide* Indicators include, but are not limited to:
- 5.4.1 Erratic course progress due to failure to regularly attend class, and attendance falls below 80%. Enrolment will be cancelled and the breach of course progress or attendance reported in the Department of Education's Provider Registration and International Student Management System (PRISMS).
 - 5.4.2 Students who have been counselled regarding their attendance and progression but their attendance and progression continues to be unsatisfactory without reasonable cause.
 - 5.4.3 Students who have not committed to the individual learning plan developed to support their study.
 - 5.4.4 Students who attend classes but refuse to be engaged or to participate in the learning. Examples of this include:
 - not submitting assignments
 - not attending class when assessments are scheduled

- refusing to participate or be involved in classroom or workshop activities.

5.5 Where a student ceases study, they may or may not be eligible for a tuition fee refund, according to the *Tuition Fee Refund Policy CCSC EDU*.

Appeals

5.6 A student may appeal MC's decision to defer, suspend or cancel their enrolment. Refer to the *Grievance Policy EDU CCSC MRC* and the *Grievance Procedure EDU CCSC MRC*.

5.7 A change in enrolment status is not reported in PRISMS until the internal process is complete unless extenuating circumstances relating to the welfare of the students apply. MC may choose to allow the student access to learning opportunities while the internal appeals process takes place.

5.8 Extenuating circumstances relating to the welfare of the student may include, but are not limited to, the following. The student:

- 5.8.1 Is missing.
- 5.8.2 Had medical concerns, severe depression or psychological issues which lead MC to fear for the student's wellbeing.
- 5.8.3 Has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
- 5.8.4 Is at risk of committing a criminal offence.

5.9 If a student accesses MC's internal complaints and appeals process and is unsuccessful in the appeal against MC's intention to cancel the student's enrolment, MC will report the cancellation of the student's enrolment in PRISMS. MC is not required to await the outcome of any external appeals process.

External appeal

5.10 Once MC notifies the Department of Education of the suspension or cancellation of a student's enrolment, the student has 28 days to leave Australia, to show DHA a new Certificate of Enrolment or to provide DHA with evidence that he or she has accessed an external appeals process.

The DHA will then consider the student's individual circumstances and whether to cancel or maintain the student's visa.

Extension of enrolment

5.11 MC will only extend the duration of study where the student will not complete the course within the expected duration, as specified on the Confirmation of Enrolment, because of:

- 5.11.1 Compassionate or compelling circumstances (as above).
- 5.11.2 MC implementing a student support intervention; or
- 5.11.3 An approved deferment or suspension of study has been granted.

Record Keeping

- 5.12 Records of decisions made under this policy will be maintained by the Director of Student Services.

6. RELATED DOCUMENTS AND LEGISLATION

Internal

- Student Academic Misconduct Policy
- Student Code
- Student Support Policy
- Grievance Policy CCSC EDU MRC
- Grievance Procedure CCSC EDU MRC
- Tuition Refund Policy CCSC EDU

External

- Education Services for Overseas Students Act 2000 (ESOS Act)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

7. REFERENCES

Australian College of Theology Extension, Deferment, Suspension and Cancellation of Enrolment Policy – Overseas Students

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2.00	Academic Board	7 February 2024	7 February 2024	Reviewed. Changes made to job titles, and for clarity. Updated section 6, including adding Student Support Policy.
1.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords.
1.00	Academic Board	4 Dec 2019	4 Dec 2019	New Policy

Download this policy anew with each use, as it may have changed.