

## **Deferral, Suspension and Cancellation**

Student's enrolment, commencement or current studies can be deferred, suspended or cancelled in limited circumstances by ANIMT or by the student. When deferral, suspension or cancellation of enrolment is initiated by ANIMT, the student has the right to appeal the decision.

Overseas students need to note that any deferral, suspension or cancellation may affect their study visa in Australia.

### **ANIMT initiated suspension**

If ANIMT initiates a suspension or cancellation of the overseas student's enrolment, before imposing a suspension or cancellation, ANIMT will ensure that it informs the overseas student of that intention and the reasons for doing so, in writing. ANIMT will suggest the student to seek advice from Immigration it's potential impact on his or her student visa.

ANIMT may suspend a student's enrolment in the following circumstances:

- Student behavioural misconduct as defined in the Behaviour Misconduct Policy;
- Student's failure to pay an amount he or she was required to pay the registered provider to undertake or continue the course as stated in the written agreement
- As part of the intervention strategy for unsatisfactory progress as defined in the Monitoring Course Progress Policy; [also for breach in attendance policy requirements if stipulated by an ESOS agency]
- In compassionate and /or compelling circumstances as determined by the DoS/ Chief Executive Officer.

Compassionate or compelling circumstances are generally those that are beyond the control of the student, and which may affect their well-being or their progress such as a serious injury, illness, traumatic experience or the death of a close family member. It may also include when a student does not receive their visa in time, major political upheaval or a natural disaster in the student's home country.

Commencement of course may be deferred for more than one term based on DoS/CEO's discretion. The length of time a student may have their enrolment suspended is at the discretion of the DoS of ANIMT. A student's enrolment may not be suspended more than one (1) Term without the circumstances being re-assessed. The student will be notified in advance of the reasons and the timeframe of the suspension. A student may appeal a suspension

decision through ANIMT's internal appeals process. Any appeal will be dealt with as a matter of urgency to minimise any disadvantage to the student. A student's enrolment will be maintained throughout the process.

If, as part of this process, a student's enrolment is cancelled, the student will be notified in writing of the reasons for the cancellation and given 20 working days to access ANIMT's internal complaints and appeals process. The suspension or cancellation of the overseas student's enrolment cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

Any change in enrolment status for international student will not be reported to the Department of Education until the internal appeals process has been completed; unless extenuating circumstances relating to the student apply. Once appeal against the deferral, suspension or cancellation is processed (and result favouring ANIMT), ANIMT will notify the Department of Education via PRISMS for international students. If a domestic student is reportable to Certerlink or any other agency, ANIMT will take necessary steps to do so.

### **Student initiated suspension**

Once the course has commenced students may only request a suspension of their participation in compelling or compassionate circumstances. Students must submit documents supporting their claim for suspension of their course e.g. medical certificates. The granting of the suspension is at the discretion of the DoS/CEO of ANIMT.

The length of time of the suspension is also at the discretion of ANIMT and shall be negotiated between the student and the DoS of ANIMT.

Suspensions do not entitle a student to a refund.

### **Deferral**

A student may defer the commencement of their course in the following circumstances:

- Compassionate or compelling circumstances agreed with ANIMT
- A delay in obtaining a visa.

Students must request a deferral in writing to the DoS. The length of time should be as DoS/CEO's discretion. A new eCoE will be issued once a new commencement is processed.

A deferment does not entitle a student to any refunds of fees and costs already paid.

## Results of Deferral or Suspension

Students will be informed in writing of the outcome of their request for deferral or suspension.

If a student is dissatisfied with the outcome of a request they can access the complaints and appeals process of ANIMT.

All documentation relating to this process will be kept on the student's file. All discussions will be recorded in the student's file.

Students are advised to retain their original documents for their own records and to submit certified copies with any applications for deferment or suspension.

## **Cancellation**

Any student who wishes to cancel their enrolment with ANIMT must apply in writing to the DoS.

The student will meet with the DoS to explain their reasons for seeking a cancellation of current enrolment.

Cancellations may involve a refund. This is discussed with the DoS on a case-by-case basis.

Once a student's enrolment is cancelled, deferred or temporarily suspended ANIMT will notify the Department of Education via PRISMS as is required under section 19 of the ESOS Act.

## **Tracking of Deferral & Suspension:**

DoS, with the help of Student Support Manager will maintain a record of students who have been provided with deferral and suspension. The record will be monitored and updated time to time so that, ANIMT can identify when the deferment and suspension is coming to end. Students will be communicated before end dates of deferral or suspension about resuming their studies or any other related issues.