

RTO No. 31736 | CRICOS Provider No. 03010G

Differing, suspending, withdrawing or cancelling

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Version control

Date	Version	Changes made	Author
17 Oct 2018	V1.0_GD	Released for comment	Gay Doyle
21 Jan 2019	V1.1_SV	Revised and updated	Shashank Vuppala
01 May 2019	V1.2_SV	Revised and updated	Shashank Vuppala
December 2020	v1.3_KS		



1. Purpose

This policy establishes the requirements for Queensford College and overseas students to defer, suspend and cancel the course under eligible circumstances in accordance with the standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

2. Scope

This policy applies to all overseas students enrolled with Queensford study and outlines the process for assessing and documenting requests for deferral, suspension or cancellation of studies, in line with obligations under Standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

3. Responsibility

Student Administration Manager will be responsible for the implementation of this policy.

4. Compliance/legislations

Clause/standard	Requirement
Standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018	Deferring, suspending or cancelling the overseas enrolment

5. Definition

Cancellation	cessation of enrolment in course
Deferral	postponement of commencement of course by prospective students who have been offered a place in courses offered by the Institute and have not yet commenced studies.
Compassionate and Compelling circumstances	circumstances beyond the control of the student and which
Suspension	A temporary interruption to the study program of the student, and can be initiated by either college or student.
Student Misbehaviour	Cheating or plagiarism, swearing, fighting, displays of aggressive behaviour, abusive language, engaging in discriminatory or threatening behaviour
Student Visa	Non-immigrant visa that any student from another country must obtain to study in the country



7. Procedure

7.1 Student's Initiated Deferral, Suspension or Cancellation

Students wishing to defer, cancel, suspend (i.e., take a leave of absence or withdraw) from their studies, should submit a [Enrolment Variation Form](#) to reTm0 guld submit a

