

Deferral, Leave of Absence, Withdrawal and Suspension Policy



Institute of Health and
Nursing Australia

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1. Purpose and Scope

This policy describes the strategies in place at IHNA for deferral, withdrawal, leave of absence and suspension from courses or units of competency for any enrolled students at IHNA.

This policy/procedure supports “Standard 13” of the National Code and SRTO’s 5.2. The following procedures will ensure IHNA follows the required process when a student wishes to defer, suspend, or cancel their enrollment with IHNA.

2. Responsibility

The IHNA Academic Board is accountable for ensuring that this policy meets the requirements of the Standards for Registered Training Organisations and is consistent with the IHNA obligations regarding the principles of access and equity.

Course Coordinators along with registrars are responsible for implementing the process in accordance with this policy.

3. Definitions

- 3.1. **Cancellation:** to cease enrolment permanently, this can be initiated by the student or the College
- 3.2. **CoE:** Confirmation of Enrolment is a document registered with DIBP to confirm a student’s acceptance into a particular course for a specified duration.
- 3.3. **Deferral:** To delay commencement or continuation of course studies normally to the start of the next study period.
- 3.4. **Enrolment in a Program:** Occurs at the point the Letter of Acceptance has been signed
- 3.5. **ESOS:** The Education Services of Overseas Students Act 2007. This Act regulates the delivery of education services to international students.
- 3.6. **Immigration:** Refers to the Department of Home Affairs, which is the Australian government agency responsible for multicultural affairs, immigration and border-related functions and agencies. The Department of Home Affairs is responsible for issuing and monitoring Student visas.
- 3.7. **International Student:** For the purpose of this policy, an International student is defined as one who is not an Australian or New Zealand citizen or the holder of a permanent residency

or humanitarian visa. For the purposes of this policy, students who are in Australia, as a result of their parents/legal guardians being on a temporary business visa are regarded as local students but are required to pay international tuition fees.

- 3.8. **Letter of Offer:** A formal offer of place at IHNA in your nominated course.
- 3.9. **National Code:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (amendment effective January 2018).
- 3.10. **PRISMS:** The Provider Registration and International Student Management System is the database system that is owned and maintained by the Department of Education for the purpose of administering the 'ESOS Act'.
- 3.11. **Course:** A formal course of education and/or training made up of study components known as units
- 3.12. **Provider:** Any Registered Training Organisation (RTO) or Higher Education Provider within Australia.
- 3.13. **Student Default:** Where an international student does not start a course, cancellation from a course, fails to pay tuition fees, and breaches a condition of their student visa or misbehaviour by student.
- 3.14. **Study Period:** A discrete period of study within a course, namely a semester or trimester, in which a student undertakes and completes units of study.
- 3.15. **Suspension:** to temporarily place a student's studies on hold (adjourn, delay, postpone), due to misconduct/misbehaviour.
- 3.16. **Tuition Protection Services:** Is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study.
- 3.21. **Unit:** A study component of a program.
- 3.17. **Deferral (also referred to as 'Deferment'):** applies to students who have enrolled into a course offered by IHNA but wish to commence their studies at a later date. Students who have deferred their offer / enrolment will have a place held for them for a maximum of 12 months, once only. Deferral is also applicable if a student is enrolled in a program that has multiple semesters and wish to commence their studies of a semester later after completing the previous semester.
- 3.18. IHNA is only able to temporarily suspend the enrollment of the student on the grounds of

compassionate or compelling circumstances. Compelling and Compassionate Circumstances which IHNA will consider.

3.19. **Provider Deferral** IHNA may defer an enrollment where the course is not being offered at the proposed date, site, or any other reason the college deems necessary to cancel the course.

3.20. **Leave of Absence:** Applies to enrolled students who wish to seek approval for a period of absence from study after they had commenced their studies.

3.21. **Suspension:** Refers to the temporary removal of a student from IHNA. The purpose of the suspension is to seek a solution for an alleged incidence of student misconduct.

3.22. **Expulsion:** Refers to the removal of the student from IHNA and the termination of their enrolment. Students who are expelled are not eligible for a refund of their fees. Students who have been expelled may not enroll in an IHNA program of study for a period of two years.

3.23. **KH** means Knowledge Hub

3.24. **Withdraw:** There are four possible scenarios by which a student withdraws from a Subject Enrolment:

- the student has engaged in some learning activity, and has then notified the training provider of their withdrawal before engaging in all of the assessment criteria ('Formal Withdrawal');
- the student has engaged in some learning activity, and then stopped attending or submitting assessments (i.e. discontinued) for two months, without notifying the training provider;
- the student has not engaged in any learning activity for the subject; or
- the student is in arrears and the training provider cannot come to an acceptable financial arrangement with the student (per the Standards for Registered Training Organisations (RTOs) 2015 - 3.3).

3.25. **Formal Withdrawal (Victoria funding only) according to Withdrawn FACT SHEET:** If a student advises a training provider (verbally or in writing) that they will not be continuing in an enrolled subject, this constitutes a formal withdrawal. Training providers may elect to document their own formalised withdrawal process (e.g. via an internal 'Withdrawal Form'), providing that

any such document encompasses all requirements under the Contract and the Statistical Guidelines.

3.26. Reporting A Subject Withdrawal: Where a student has ceased engagement in a subject, as per Schedule 1, Clause 13.28 of the Contract, the student must be reported in the SVTS as withdrawn no later than two months from the date of last engagement. When this two month period occurs across a collection year (for example the last EOP available is for December but the student is withdrawn after the close of the collection year), a dated file note should be appended to the last point of EOP and the subject end date should be changed to 01/01 of the new collection year. When reporting a withdrawal, regardless of whether or not the student has notified the training provider of their withdrawal

4. Principles

Students can defer commencement of their course or temporarily suspend their enrolment once they have commenced studies in certain limited compassionate and compelling circumstances. Deferral, suspension or cancellation of enrolment may affect an international student's visa.

Important Note - IHNA recommends that students seek appropriate advice regarding these implications. IHNA does not provide immigration advice to students.

5. Appeals

Once a decision is made on deferral, suspension, cancellation and/or exclusion for either reasons initiated by the student or IHNA, the student will be notified in writing of the outcome, including reasons for the decision.

Associated Information

Related Internal Documents	<p>IHNA Refund Policy IHNA Academic Participation and Progress Policy Student Code of Conduct IHNA Student Complaints and Appeals Policy</p>
Related Legislation, Standards, and Codes	<ul style="list-style-type: none"> • <i>National Vocational Education and Training Regulator Act 2011</i> • Standards for Registered Training Organisations 2015 • <i>ESOS Act 2000</i>

	<ul style="list-style-type: none"> <i>The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code).</i>
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Committee Responsible	Learning and Teaching Committee
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Change History

Version Control		Version 4.0
Change Summary	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
	02/03/2020	Developed the procedure in accordance with the National Delivery arrangement and technology-enhanced framework