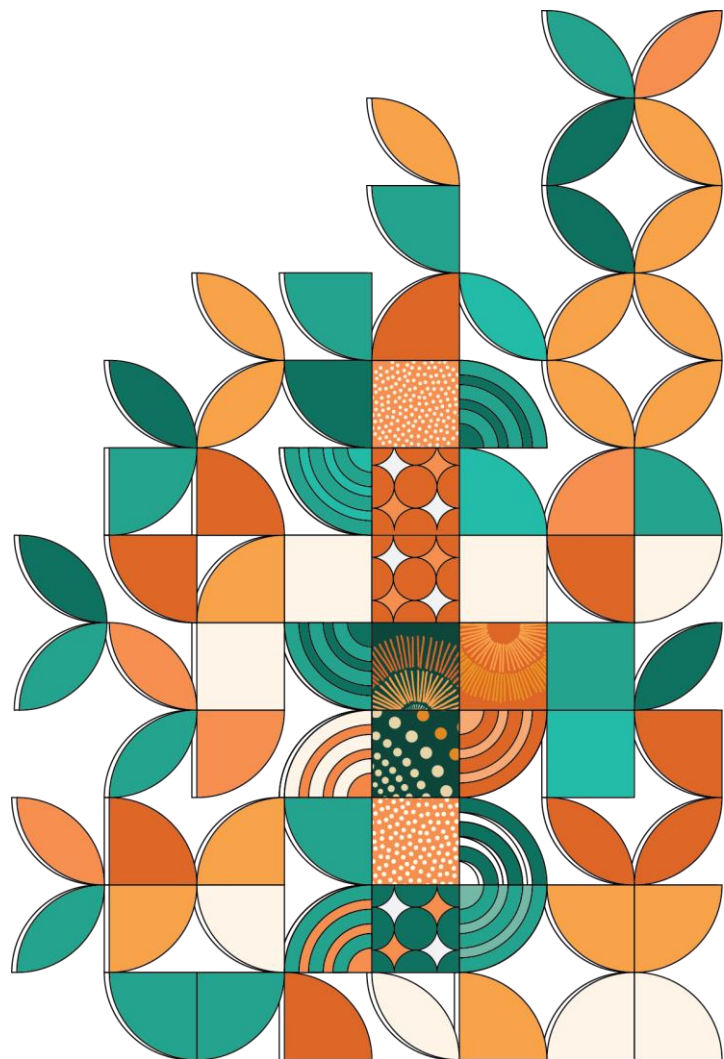


# Deferral, Leave of Absence, Withdrawal and Suspension Procedure



## SECTION 1

### 1. Purpose

1.1 The purpose of the procedure is to outline the specific steps and protocols to be followed when implementing the strategies described in the Deferral, Leave of Absence, Withdrawal and Suspension Policy. The procedure details the process for initiating and processing deferrals, withdrawals, leaves of absence and suspensions for enrolled students at the Institute of Health and Nursing Australia (IHNA).

### 2. Scope

2.1 This procedure applies to all students admitted to any course or unit at IHNA.

2.2 This procedure follows Standards 9 and 13 of the National Code 2018 and Standards for RTOs 2015 clause 5.2.

### 3. Definitions

3.1 Refer to the definitions provided in the Deferral, Leave of Absence, Withdrawal and Suspension Policy.

## SECTION 2

### 4. Procedure

### 5. Deferral

5.1 A student seeking to defer a place before commencing a course must complete the 'Withdrawal/Deferral from a Course Request Form' available from the Institute. The permission to defer a place cannot be granted for more than one year and is granted at the discretion of the Course Coordinator (or delegated nominee).

5.2 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 at a later date after completing the previous semester before the semester commencement date.

5.3 Only one deferral per student per course is allowed. Students will be notified in writing of the approval of their deferral application.

5.4 A student must also notify the Institute of his/her intention to take up his/her deferred place at least two months before the commencement of his/her course of study or the offer will lapse. Students will be informed of the outcome of the deferral request by the Registrar. All the deferral documents submitted will be stored in the IHNA KH.

## 6. International Student Deferral:

- 6.1 Standard 9 and 13 of the ESOS National Code requires that for International Students deferment of course commencement can only be granted for compassionate or compelling circumstances.
- 6.2 Those beyond the control of the student and they have an impact on the student's capacity and/or ability to progress through a course. These could include:
  - a. Serious illness or injury, where a medical certificate states that the student was unable to attend classes
  - b. Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
  - c. Major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies
  - d. A traumatic experience which could include but is not limited to:
    - e. Involvement in or witnessing of an accident or
    - f. A crime committed against the student or
    - g. The student has been a witness to a crime
    - h. And this has impacted on the student (these cases should be supported by police or psychologists' reports).
  - i. Students will be required to complete an 'Application to defer, suspend or cancel enrolment' in and submit to the Student Admissions. Students will also be required to provide evidence of the compassionate or compelling circumstances in their application. (I.e. a medical certificate or police report, etc.)
  - j. Students who would like to defer their studies must first speak to a staff member in the Student Admissions to gain an application form and to ensure they understand the reasons that deferment may be granted. An 'application to defer' form must be completed which will need to be approved by the Training Manager/Course Coordinator. This application to defer must include in detail the 'compassionate or compelling circumstances'.
  - k. Where a suspension of enrolment is granted, IHNA will suspend an enrolment for an agreed period of time – to a maximum of 12 months. If the suspension is required for longer than 12 months the student shall have to re-apply once the initial suspension period has expired.

- l. Department of Home Affairs' (DoHA) policy is that if a student's enrolment is suspended for a period of 28 days or longer, the student must return home (unless special circumstances exist). Please refer to all questions about whether students may remain in Australia during a period of suspension of enrolment to DoHA.
- m. Students are to be informed in writing of the outcome of their application for suspension and informed that it may affect their student visa.
- n. All application documentation for the suspension will be kept on the student's file and DoHA shall be notified via PRISMS of the decision to suspend the enrolment as a result of the student's request. Where IHNA has let the student take a leave of absence for compassionate or compelling reasons, IHNA will enter their information in a system for approval.
- o. IHNA can cancel the student's Confirmation of Enrolment (CoE), and their visa may be cancelled, if:
  - i. They gave false documents to defer their course;
  - ii. The situation for deferring has passed and the student has not resumed their studies. The student can remain in Australia or travel overseas if they have deferred their course for compassionate and compelling reasons and still remain enrolled. <https://immi.homeaffairs.gov.au/change-in-situation/study-situation>

## **7. Student Cancellation**

- 7.1 Students wishing to cancel their enrolment must complete an 'Application to defer, suspend or cancel enrolment' and submit to the Student Admissions.
- 7.2 Students wishing to cancel their enrolment prior to completing 6 months of study in their principal course must provide letter of offer from an alternative provider. This is required under Standard 7 of the National Code and further information can be gained from the 'Transfer between Providers Policy/Procedure'.
- 7.3 All application documentation for the cancellation will be kept on the student's file and DoHA shall be notified via PRISMS of the decision to cancel the enrolment as a result of the student's request.

## **8. Provider Cancellation**

- 8.1 In some cases where the student's misconduct is severe, IHNA has the right to cancel the enrolment.
- 8.2 Where the Academic Director/Director of Quality Management has decided the misconduct is severe enough for cancellation, the following must occur:

- a. The student must be informed in person (where possible), and in writing of the decision of IHNA to cancel the student's enrolment.
- b. They must be informed of the fact that they have the right to appeal the decision by accessing the relevant procedures and completing this appeal within 20 working days of the notification.
- c. Students must also be informed that IHNA is obliged to inform DET/ DoHA via PRISMS after the 20 day period and that they will be at risk of having their visa cancelled.

## **9. Leave of Absence**

- 9.1 A student wishing to apply for leave of absence after the commencement of a course must forward the completed 'Leave of Absence Form' to the Registrar. Leave of Absence shall be granted at the discretion of the Course Coordinator (or delegated nominee).
- 9.2 The Course Coordinator or Training Manager will take into consideration the reasons for the leave of absence, the nature of the course and the student's progress to date in considering whether permission is granted to take leave of absence.
- 9.3 Leave of absence application must be submitted no later than census date. Application received after census date will be considered and have to pay the applicable fees. This will follow the procedure similar to the withdrawal and re- enrolment.
- 9.4 The permission to take leave of absence will normally be granted for up to one year, after which a student must apply to re-enter and re-enrol into the course. Leave of absence is granted to a student, subject to the availability of that course in the following year. The student must meet the admissions and Course Entry requirements at the time of re-enrolment.
- 9.5 A student must normally notify the Institute of his/her intention to recommence his/her course of study at least two months before commencement of classes.
- 9.6 An appeal to extend the maximum period of one year of Leave of Absence will only be considered in exceptional circumstances. Students must appeal in writing to the Course Coordinator detailing their circumstances. Support documents must be attached. Students will be notified of the decision in writing by Registrar or Student Admin.

## **10. Withdrawal from a Course**

- 10.1 Students seeking to withdraw from a course must complete the 'Withdrawal/Deferral from a Course Request Form' available from the IHNA Campus/Website and submit it to the Course Coordinator. Census date is applicable for calculating the fees liabilities of the student while withdrawing. If the

student withdraws on or before the census date, is not liable for the tuition fees; and if the student withdraws after the census date they will incur the fees liabilities.

10.2 Students must fill in all the evaluation forms before the approval of their withdrawal from the course and must settle all the liable fees they are owing to IHNA. Refunds of the fees will be calculated based on the Refund Policy.

10.3 Students will be informed of the outcome of the withdrawal request by the Registrar or Student Admin. All the withdrawal documents submitted will be stored in the IHNA KH.

## **11. Suspension and Expulsion**

11.1 IHNA is responsible to provide a safe learning environment for its students and staff and recognise excellence in good behaviour and academic performance. As a consequence, when guidelines about what constitutes misconduct, unacceptable behaviour, or poor academic progress are not followed, students may be suspended or expelled from a course or unit of study.

11.2 The Course Coordinator (or delegated nominee) may suspend a student or recommend expulsion as part of the Academic Participation and Progress Policy and Code of Conduct. Each participant's case will be assessed on an individual basis by the Course Coordinator (or delegated nominee).

### 11.3 Suspension

- a. Where the Course Coordinator (or delegated nominee) is of the opinion that a student should be temporarily suspended from a Course or Unit of study, the Course Coordinator (or delegated nominee) will inform the student in writing. The letter must specify the dates for suspension as either:
- b. A specific time period including a date when the student should return to class; or
- c. A time period linked to an event, i.e. a decision being made as part of the Academic Participation and Progress Policy or Code of Conduct. The letter will also include details on how the student is expected to maintain course progression during the period of suspension.
- d. The Course Coordinator (or delegated nominee) will enter details of the suspension as a journal entry for the student in Knowledge Hub and all the documents will be stored into IHNA KH

### 11.4 Expulsion

- a. Where the Course Coordinator (or delegated nominee) is of the opinion that a student should be expelled, the Course Coordinator (or delegated nominee) may put a report

recommending expulsion to the Campus Manager/ Training Manager/Academic Director/ Chief Operating Officer (COO). The penalty will be expulsion from the course and results based on academic progress completed for the study term.

- b. The above Team will review the report and may approve or reject the expulsion of the student. Generally, expulsion here means exclusion from any IHNA course for a minimum of two years. The Management Team may decide that the student should be put on probation for two years. If the student is found to have committed significant general misconduct once more during this period, then expulsion will be automatic. Once the Team reaches a decision, he/she will notify the Course Coordinator (or delegated nominee).

11.5 The Course Coordinator (or delegated nominee) will issue one of the following:

- a. If the student is expelled, Course Coordinator (or delegated nominee) issues an Expulsion Letter to the student copied to the Campus Manager/Training Manager.
- b. If the student is not expelled, Course Coordinator (or delegated nominee) will issue an Outcome Letter to the student copied to the Campus Manager/Training Manager outlining the decision.
- c. The Course Coordinator (or delegated nominee) will enter details of the expulsion as a journal entry for the student in Knowledge Hub and all the documents will be stored into the IHNA KH.

## **12. Informing Authorities**

12.1 IHNA is obliged and will inform the outcomes of the Deferral, Leave of absence, Withdrawal and Suspension outcomes of its enrolled students to its regulatory and funding bodies if required.

## **13. Re-enrolling after Deferral or Leave of Absence**

13.1 Students are required to apply for Re-enrolment after the completion of the approved Deferral or leave of Absence time period using the Re-enrolment Form.

## **14. Fees and Charges**

14.1 Any fees and charges applicable to students applying for a deferral, withdrawal, suspension or leave of absence will be calculated and informed to students via email at the time of processing.

## **15. Responsibility**

15.1 The IHNA Academic Board is accountable for ensuring that this procedure meets the requirements of the Standards for Registered Training Organisations and is consistent with the IHNA obligations

regarding the principles of access and equity.

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

## SECTION 3

### 16. Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Fees Policy</li> <li>• Refund Policy</li> <li>• Academic progress and Participation Policy</li> <li>• Academic progress and Participation Policy</li> <li>• Student Code of Conduct policy</li> <li>• Student Complaints and Appeals Policy</li> <li>• Student Complaints and Appeals Procedure</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for Registered Training Organisations 2015</li> <li>• Education Services for Overseas Students Act 2000 (ESOS Act)</li> <li>• National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code)</li> <li>• Enrolled Nurse Accreditation Standards 2017</li> <li>• Australian Core Skills Framework</li> <li>• VET Funding Contract, VET FEE-HELP, Skills First Program, DTWD, Smart and Skilled and other necessary funding rules and regulations</li> </ul>
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## 17. Change History

Version Control		Version 5.0
Version No.	Date	Brief description of the change, incl version number, changes, who considered, approved, etc.
V 4.0	02/03/2020	Developed the procedure in accordance with the National Delivery arrangement and technology-enhanced framework
V 5.0	27/02/2024	Updated in the new template and logo