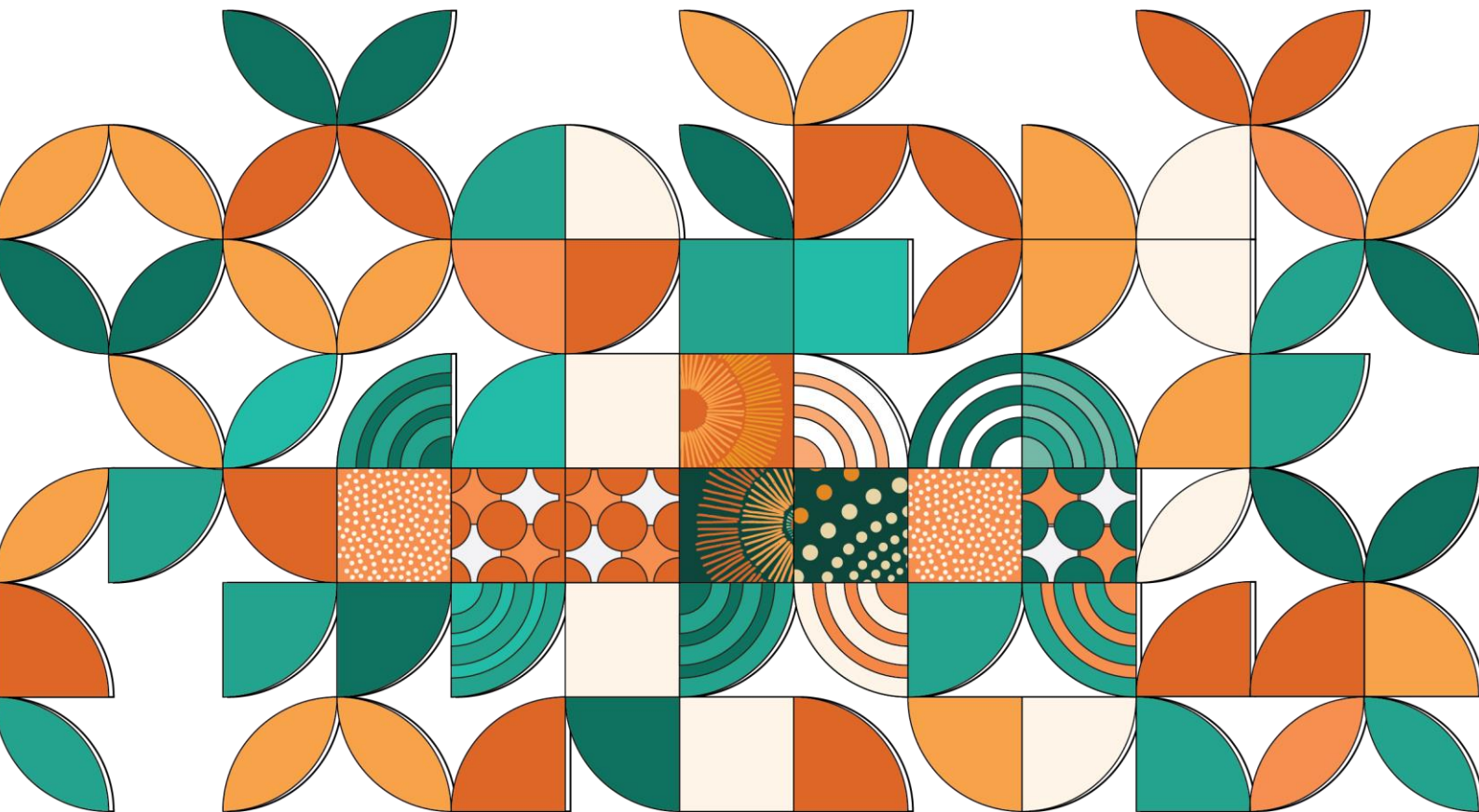


# Deferral, Leave of Absence, Withdrawal and Suspension Policy



## SECTION 1

### 1. Purpose

- 1.1 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 in the Institute of Health and Nursing Australia (IHNA).

### 2. Scope

- 2.1 This policy applies to all students admitted to any course or unit at IHNA.
- 2.2 This policy follows Standards 9 and 13 of the National Code 2018 and Standards for RTOs 2015 clause 5.2.

### 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 (CoE) is a document registered with Department of Home Affairs (DoHA) 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 course:** Occurs at the point the Letter of Acceptance has been signed
- 3.5 **ESOS:** The Education Services of Overseas Students Act 2000. 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 a place at IHNA in the 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 (PRISMS) is the database system that is owned and maintained by the Department of Education to administer 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:** This is an initiative of the Australian Government to assist students to either continue their studies through another course or a different provider or by being provided a refund or loan re-credit for education and training they paid for but did not receive.
- 3.17 **Unit:** A unit of competency
- 3.18 **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 wishes to commence their studies a semester later after completing the previous semester. IHNA is only able to temporarily suspend the enrolment of the student on the grounds of compassionate or compelling circumstances.
- 3.19 **Provider Deferral:** IHNA may defer an enrolment 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:** This applies to enrolled students who wish to seek approval for a period of absence from study after they have 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 enrol in an IHNA program of study for a period of two years.
- 3.23 **KH** stands for the Knowledge Hub, IHNA's student management system.

## SECTION 2

### 4. Principles

#### 4.1 Deferral

Students can defer the 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.

#### 4.2 Withdrawal

There are four possible scenarios by which a student may withdraw from a unit enrolment:

- a) The student has engaged in some learning activities and has then notified IHNA of their withdrawal before engaging in all of the assessment criteria ('Formal Withdrawal');
- b) The student has engaged in some learning activities and then stopped attending or submitting assessments (i.e. discontinued) for two months, without notifying IHNA;
- c) The student has not engaged in any learning activity for the unit/course; or
- d) The student is in arrears and IHNA cannot come to an acceptable financial arrangement with the student (as per the Standards for RTOs 2015, Clause 3.3).

#### 4.3 Formal withdrawal (Victoria funding only according to Withdrawn Fact Sheet):

If a student advises IHNA (verbally or in writing) that they will not be continuing in an enrolled unit/course, this constitutes a formal withdrawal. IHNA may elect to document its 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.

#### 4.4 Reporting a unit/course withdrawal:

Where a student has ceased engagement in a unit/course, 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 evidence of participation (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 unit/course 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 IHNA of their withdrawal.

#### 4.5 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.

Appeal is the formal process through which a student can request a review or reconsideration of a decision made regarding deferral, suspension, cancellation, or exclusion from courses or units of competency at IHNA. This process allows students to challenge the outcome of the initial decision if they believe it was made in error, unjustly, or unfairly. Appeals typically involve submitting a written request for review along with supporting documentation or evidence to substantiate the grounds for the appeal.

## 5. Responsibility

- 5.1 The IHNA Academic Board is accountable for ensuring that this policy meets the requirements of the Standards for Registered Training Organisations 2015 and is consistent with the IHNA obligations regarding the principles of access and equity.
- 5.2 National Training Managers and Course Coordinators along with the Registrar are responsible for implementing the process in accordance with this policy.

### SECTION 3

## 6. Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>● Fees Policy</li> <li>● Refund Policy</li> <li>● Academic Participation and Progress Policy</li> <li>● Academic Participation and Progress Procedure</li> <li>● Student Code of Conduct</li> <li>● IHNA Student Complaints and Appeals Policy</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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<b>Department</b>	Learning and Teaching
<b>SRTO2015 Stds and sub-standards</b>	National Code 2018 - Standard 9 and 13 Standards for RTOs 2015 - clauses 5.1 – 5.3

## 7. Change History

<b>Version Control</b>		Version 5.0
<b>Version No.</b>	<b>Date</b>	<b>Brief description of the change, incl version number, changes, who considered, approved, etc.</b>
V.4.0	02/03/2020	Revised and updated with pertinent information
V.5.0	27/02/2024	Updated in the new template and logo