
La Trobe College Australia

Deferment, Suspension and Cancellation Procedure

Procedural information on the application and processing of requests for deferment, suspension or cancellation of a student's enrolment.

Steps

1. Student is enquiring about deferment, suspension or withdrawal (cancellation) of enrolment at Reception.

2. Eligible student submits Variation to Enrolment/Change of Enrolment form to relevant FSDP or ELICOS Coordinator.

3. Application to defer, suspend or cancel enrolment considered by Director of Studies/Academic Director (or delegates)

4. Student advised of outcome by FSDP or ELICOS Coordinator/Student Academic Services Officer

Notes

- Student and Academic Services Officers advise the student to make an appointment with the FSDP or ELICOS Academic Coordinator regarding eligibility (as per 4.1 and 4.2 of this policy), procedures, fees and visa implications (for overseas students).

- FSDP students are given a Variation to Enrolment form by the FSDP Course Coordinator, and ELICOS students are given a Change of Enrolment form by Reception staff members on advice from the ELICOS Coordinator. All students are directed to the policies and procedures section of the LTCA website for a copy of this policy.

- Overseas students are also referred to the Immigration website (www.homeaffairs.gov.au) or helpline (131 881) for advice on how the potential change to enrolment status may impact on the student's visa.

- Any welfare issues are identified and appropriate referral is made to the Student Counsellor or other professional support service.

- Overseas students must enclose with their signed application a cover letter and original or certified copies of supporting documents demonstrating eligibility as per 4.1 of this policy.

- Sponsored students are advised to gain approval from their sponsor and U 18's must have approval from their parent or guardian.

- Relevant Director/Coordinator checks that all documents have been submitted. Students are advised of a one week deadline in relation to the submission of supporting documentation.

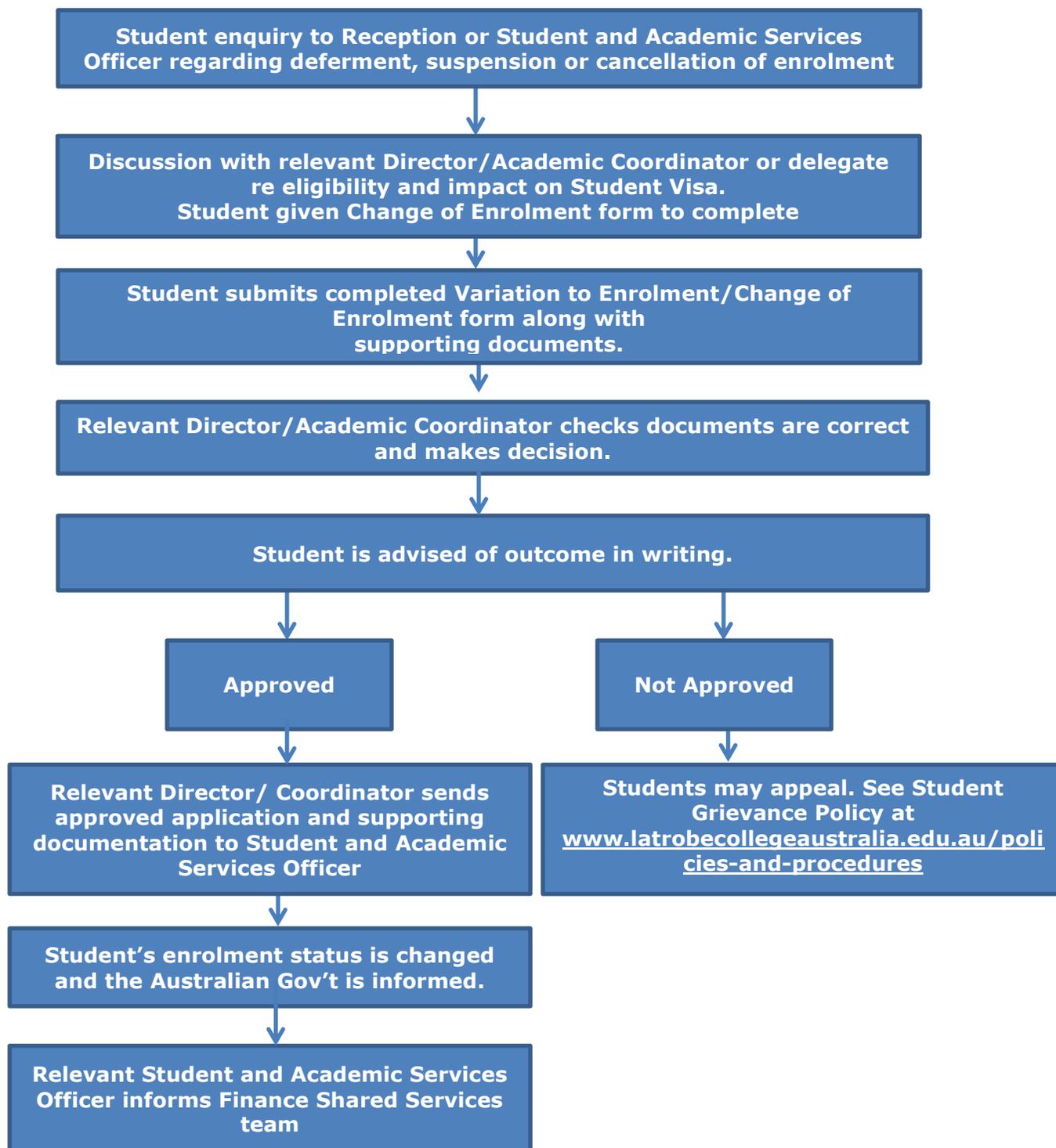
Eligibility confirmed as per 4.1 and 4.2 of this policy. Outcome determined and recorded on the *Variation to Enrolment/Change of Enrolment form*. Reasons for non-approval are provided on the form.

- Student and/or sponsor (if applicable) advised in writing of the outcome of their application. Reasons for non-approval are stated. If deferral or suspension of studies is not approved and the student disagrees with this decision, they may take further action by accessing the Appeals Process.

The response letter includes information on accessing the Student Grievance Policy, as per Standard 10 of the National Code at www.latrobecollegeaustralia.edu.au/policies-and-procedures and indicates that the student has 20 working days in which to do so.

5. For overseas students, deferment, suspension or cancellation of enrolment is reported through PRISMS by the Student and Academic Services Officer.
- Approved application form and supporting documents are forwarded to the relevant Student and Academic Services Officer for processing.
 - Students with approved leave will have their status changed on MAZE by the Student and Academic Services Officer.
 - If deferment or suspension is approved and course duration is affected, the Student and Academic Services Officer will notify DIBP/Department of Education and Training of changes and a new eCoE may be issued.
6. Academic team informs Finance Shared Services team of approved application.
- Finance Shared Services team is only informed if invoicing has already occurred.
7. Report generated by the FSDP Student and Academic Services Officer of students who did not re-enrol after the close of enrolments in the subsequent trimester.
- Students are reported to Immigration - student notifies cessation of studies indirectly.
 - Student status is changed to 'W' in MAZE by relevant Student and Academic Services Officer. Overseas students are reported through PRISMS.
8. When Suspension or Cancellation is initiated by La Trobe Melbourne.
- Should La Trobe College Australia initiate the suspension or cancellation of a student's enrolment, it must notify the student of its intention and allow 20 working days to access the internal complaints and appeals process, unless extenuating circumstances relating to the welfare of the student apply.

Flowchart of student procedure to apply for Deferment, Suspension or Cancellation of Enrolment:



Policy Title	Deferment, Suspension and Cancellation Procedure	
Policy Owners	Director, Quality and Services	
Key Stakeholders	Academic Staff Admissions Staff Students	
Approval Body	LTM Management Committee	June 5 2012
	LTM Executive Committee	July 8 2015
	LTM Executive Committee	November 15 2017
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
Relevant Legislation	National Code 2018	
Related Policies	Student Grievance Policy Course Progression Policy Attendance Policy Refund Policy	
Related Guidelines		
File information	TBC	Version number V1.6
Date Effective	7 September 2011	Next Review Date November 2020
AMENDMENT HISTORY		
Date	Version	Summary of changes
10/8/18	1.6	Updates according to National Code 2018 and College name change to LTCA
12/02/19	1.7	Merged separate LTCA Melbourne and Sydney procedures into one procedure.