

DEFERRAL, SUSPENSION OF STUDY DURING ENROLMENT POLICY

1. Policy Statement.

Language Links College may only grant a student deferral or temporary suspension of their course under certain limited circumstances. Language Links College has the right to suspend or cancel a student's enrolment under certain limited circumstances but must first inform the student of its intention to suspend or cancel their enrolment. Language Links College will notify the Department of Home Affairs via PRISMS of any Student Course Variations and inform students that any changes to their enrolment may affect their student visa

2. Specifications.

- I.
 - A student's enrolment may only be deferred or temporarily suspended on the grounds of:
 - Compassionate or compelling circumstances
 - Student misconduct
 - College Default.
 - II. Compassionate or compelling circumstances include but are not limited to:
 - Serious illness or injury (where a medical certificate states that the student was unable to attend classes)
 - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies
 - Involvement in, or witnessing of a serious accident or crime
 - III. Student misconduct includes but is not limited to:
 - Acts of discrimination
 - Sexual harassment
 - Vilification or bullying
 - Violence
 - Vandalism or severe damage to the college property
 - Cheating or plagiarism
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3. All student applications to defer or suspend an enrolment, will be assessed by Student Services.
 4. In cases where the suspension is not initiated by the student, Language Links College will inform the student of its intention to suspend their enrolment and allow 20 working days for the student to access the Complaints and Appeals process.

5. Where a student accesses the Complaints and Appeals process, the suspension will not take effect until the internal process is complete, except in cases where extenuating circumstances relating to the welfare of the student apply
6. Students who apply to defer or suspend their enrolment or who have been informed of the college's intent to suspend or cancel their enrolment will be informed that deferring, suspending, or cancelling their enrolment may affect their student visa.
7. The college will inform the Department of Home Affairs of any deferral or suspension of a student's enrolment via PRISMS.
8. If application to amend enrolment is approved a Student Course Variation is reported via PRISMS as per the PRISMS Provider User Guide and PRISMS Reporting Quick Reference Guide notifying the Department of Home Affairs of changes to the student's enrolment within 14 days.