



Deferral, Suspension and Cancellation of Enrolment Policy

- 1) If a student's enrolment is deferred, suspended or cancelled, her visa status may be affected.
- 2) Students wishing to defer or temporarily suspend their enrolment from Seymour College may only do so when there are compelling or compassionate circumstances. Compelling or compassionate circumstances may include, but are not limited to:
 - a) serious illness;
 - b) serious illness or death of a family member necessitating a return to the student's home country;
 - c) serious injury;
 - d) natural disaster.

The process to be followed:

- a) Students must submit a written request to defer or temporarily suspend their studies, together with documentary evidence verifying their situation (for example, a medical certificate), to the Manager of Enrolments.
 - b) Seymour College will assess the application and make a decision within seven business days. Part of this review process will be the College informing parents of students under the age of 18, of any identified risk of cancellation of student enrolment.
 - c) Seymour College will notify the student in writing of its intention to cancel or suspend their enrolment if applicable.
 - i) If an international student's application for deferral or suspension is approved, Seymour College will notify the Department of Immigration and Border Protection (DIBP).
 - ii) A student whose application for deferral or suspension is refused may appeal the decision in accordance with the Complaints and Appeals Procedure.
- 3) **Suspension or cancellation of enrolment by Seymour College**
- a) Seymour College has the right to cancel or suspend a student's enrolment in the following circumstances:
 - i) if a student submits fraudulent documents to gain admission to Seymour College;
 - ii) if a student does not maintain satisfactory course progress in accordance with the Course Progress Policy Guideline for international students;

- iii) if a student does not maintain satisfactory attendance in accordance with the Attendance Policy Guideline for international students;
 - iv) if the student behaves in a way which could potentially bring the College into disrepute;
 - v) if a student behaves in a way that is a threat to their own health and safety and/or a threat to the health and safety of another student or staff member;
 - vi) if the student has received two formal warnings from the College for disobeying College rules.
- b) A formal warning will be issued if a student:
- i) disobeys any College rules;
 - ii) knowingly engages in material plagiarism, cheating or academic misconduct;
 - iii) engages in any form of harassment (racial, sexual or verbal) or bullying towards another student or staff member; misuses or willfully damages College facilities, equipment or property.
- c) Seymour College will notify the student in writing of its intention to suspend or cancel their enrolment.
- d) A student who is informed of the intention of the College to suspend or cancel the enrolment, may appeal the decision in accordance with the Complaints and Appeals Procedure.