

Student Deferral or Withdrawal Policy

1. Purpose

A student may request to withdraw from their program of study at any time during the semester. Depending upon the timing of the request, academic and financial penalties will be applied as outlined in the [Refund Policy](#) and Enrolment Policy. A student who wishes to withdraw from their program of study must complete a [Withdrawal from a Program or Unit Form](#) and submit this to SIBT.

The following information outlines the procedure for assessing, approving and recording a deferment or withdrawal (cancellation) of study.

2. Application

This policy applies to staff and students of SIBT.

3. Policy Statement

SIBT recognises that students may have the need to defer or withdraw from their program of study following or prior to enrolment at SIBT. Each request must be in writing to the College Director and Principal. Decisions on such requests will take into account information provided, circumstances leading to a request as well as regulatory requirements.

Depending on the time a request is submitted, academic and financial penalties may apply.

4. Overview

The following information outlines the procedure for assessing, approving and recording a deferment or withdrawal (cancellation) of study and applies to all students at SIBT.

A student may request to defer or withdraw their enrolment at any time during the trimester. SIBT may defer or cancel the enrolment of a student on the grounds outlined in point 2 below.

Overseas students must be aware that deferment or cancellation of enrolment may affect their student visa, and should refer to the Department of Immigration and Border Protection (DIBP) website or helpline (131881) for further information. SIBT will notify the Department of Education via the Provider Registration and International Student Management System (PRISMS) of any deferment or cancellation of an overseas student's enrolment.

Where the student is under 18, SIBT also requires a letter supporting the deferment or withdrawal from a parent or legal guardian.

Unless there are special circumstances, supported by documentary evidence, DIBP will expect overseas students to return home during significant periods (28 days or more) of deferment.

Academic and financial penalties may apply depending upon the timing of the application; to determine the financial penalties refer to SIBT's Refund Policy.

The following academic grades will be applied based on the date when the student's application to defer or withdraw their enrolment is received:

- Students deferring or withdrawing between week 1 and 4 will have their academic record deleted;
- A 'W' grade will be allocated for units deferred or withdrawn between week 5 and 8;
- A 'WF' grade will be allocated for units deferred or withdrawn after week 8.

5. Before commencement at SIBT

5.1 Deferment of enrolment

If a student wishes to defer their offer to a future semester, they or their agent must advise SIBT in writing, outlining the reasons for their request. Applications will not be processed without supporting documentary evidence.

Students will be only allowed to defer for the following reasons:

- Delay in getting a student visa;
- Failure to meet entry requirements (either English levels or academic requirements);
- Compassionate or compelling circumstances.

Where an applicant is requesting a deferral on the grounds of failing to meet entry requirements or compassionate/compelling circumstances, documentary evidence must accompany the request.

Admissions Manager/Marketing Director or nominee will consider all applications for deferral and advise the applicant in writing of the outcome of their request.

If the deferral request is approved, the student's electronic Confirmation of Enrolment (eCoE) will be cancelled and a new eCoE will be issued. If the student visa has already been issued the student should contact the Department of Immigration and Border Protection (DIBP) as a deferment could impact upon the visa.

5.2 Withdrawal from program

If a student withdraws from a program prior to commencement they must advise SIBT in writing outlining the reasons for their request. The student must submit a completed "Non-commencement Form". Applications will not be processed without supporting documentary evidence.

All students who apply to withdraw from the course will be interviewed by Admissions Manager/Marketing Director or nominee.

Some examples of acceptable documentation are listed below:

- Visa refusal letter issued by Department of Immigration and Border Protection (DIBP) ;
- Evidence of failure to meet the required English levels through IELTS (or similar) test results, or high school results (or similar) in cases where the academic requirements have not been met;
- A medical certificate or letter (e.g. funeral notice or death certificate) from a registered medical practitioner psychologist, counsellor or other appropriate professional supporting compassionate circumstances.

If a student wants to apply for a release letter prior to commencement, Admissions will process the paperwork and will refer the student to Student Services for further action.

6. After commencement at SIBT

6.1 Deferment of enrolment by student

A student may apply to defer their enrolment based on compassionate or compelling circumstances, outlined in point 2 above. The student will be interviewed by a Student Adviser and will be required to complete the 'Deferring from a Program Form' and provide supporting documentation.

6.2 Deferment of enrolment by SIBT

The grounds SIBT can use to defer a student's enrolment include, but are not restricted to the following:

- Misbehaviour or misconduct. This includes but is not restricted to the following:
 - Violence;
 - Cheating;
 - Plagiarism;
 - Breach of academic rules (code of conduct).

- Extenuating circumstances relating to the student's welfare include but are not be restricted to the following. The student:
 - is missing;
 - refuses to maintain approved care arrangements (under 18 years of age);
 - has medical concerns, severe depression, or psychological issues which lead the provider to fear for the student's well-being;
 - has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
 - is at risk of committing a criminal offence.

All claims of extenuating circumstances must be supported by appropriate evidence.

Any period of deferment will not be included in the attendance monitoring calculations.

Where the student is under 18 the student's guardian and/or parents will be informed of the situation and invited to provide assistance.

6.3 Withdrawal (cancellation) of enrolment by student

A student may request to withdraw from their program at any time during the trimester. A student who wishes to withdraw must consult a Student Adviser and complete the 'Withdrawing from a Program or Unit Form'.

An overseas student applying to withdraw to return to their home country must submit an airline ticket indicating the date on which they intend to leave Australia.

An overseas student applying to withdraw to transfer to another educational provider should refer to SIBT's Transfer Request Policy.

6.4 Withdrawal (cancellation) of enrolment by SIBT

SIBT may cancel a student's enrolment on the compassionate and compelling grounds outlined in point 2 above.

In cases of deferment or withdrawal (cancellation) by SIBT, the student will be notified in writing of SIBT's intention and will be given reasons. Such advice will inform the student that he or she is able to access SIBT's Student Complaints and Appeals Policy within 20 working days (see http://www.sibt.nsw.edu.au/images/PDF/policies/Student_Complaints_and_Appeals_Policy.pdf)

Whilst the process is being conducted the student's enrolment will be maintained but the student will not be permitted to select units or attend classes.

Where the student has chosen to access the Student Complaints and Appeals Policy within the 20 working day period and the process results in a decision supporting the student, the enrolment will continue for the trimester and SIBT will provide learning opportunities to catch up on missed work.

Where the student has chosen not to access the Student Complaints and Appeals Policy within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting SIBT, then SIBT will advise the student in writing of the final decision. In the case of overseas students, SIBT will also notify DIBP when the student's enrolment is deferred or withdrawn (cancelled).

Documentary evidence relating to the deferment or withdrawal (cancellation) of enrolment will be placed on the student's file.

7. Definitions

- *DIBP*
Department of Immigration and Border Protection
- *eCoE*
electronic Confirmation of Enrolment
- *PRISMS*
Provider Registration and International Student Management System

8. Related Documents

Admissions Policy
Refund Policy
Withdrawal from Program or Unit Form
Student Complaints and Appeals Policy
Deferring from a Program form
National Code 13, HESA Act 2003
Transfer Request Policy
Recognition of Prior Learning Policy

AMENDMENT HISTORY

Department:	Student Administration	
Approval Authority:	SMT	
Approval Date:	23 January 2014	
Date for Next Review:	January 2017	
Revision Date		
Version		
Summary of changes		
13/05/10	1	Reformatted into new policy template Changed title to reflect correct name
06/01/12	2	Reformatted in line with UPD
19/06/12	3	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>
09/11/12	4	Removed reference to DEST and replaced with DIAC. Replaced all references to DEEWR with DIISRTE.
23/01/14	5	Complete review of policy. Updated document names and reference to DIBP. Census date for "W" and "WF" are now defined.
26/08/14	6	The Academic Census Date has been updated: <ul style="list-style-type: none"> • Students deferring or withdrawing between week 1 and 4 will have their academic record deleted • A 'W' grade will be allocated for units deferred or withdrawn between week 5 and 8 • A 'WF' grade will be allocated for units deferred or withdrawn after week 8
10/03/16	7	Updated, endorsed and approved at SMT.