



THE UNIVERSITY
of ADELAIDE
COLLEGE

Deferral, Suspension and Cancellation of Enrolment Policy

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1.0 Introduction

This purpose of this policy is to inform students of the College's policy and procedures on deferral, suspension and cancellation of enrolments. Students and relevant (especially Admissions and Student Services) staff should ensure that they have read and understood the processes involved.

2.0 Student conduct

All students at the College are expected to adhere to College rules and policies; treat their own and other people's property with care and respect; respect others; monitor their own behaviour as a group member and tolerate different viewpoints and perspectives. Further information is provided in the Student Code of Conduct Policy

Note: If you are an international student and your enrolment is deferred, suspended or cancelled, your student visa status may be affected.

3.0 Deferring or temporarily suspending your enrolment

Students wishing to defer or temporarily suspend their enrolment may only do so when there are compelling or compassionate circumstances. Compelling or compassionate circumstances may include, but are not limited to:

- serious illness
- serious illness or death of a family member necessitating a return to the student's home country
- serious injury
- natural disaster.

Students must submit a form to the Student Services Coordinator requesting to defer or temporarily suspend their studies, together with documentary evidence (in English) verifying their situation (for example, a medical certificate). The College will assess the application and make a decision within seven business days. If an international student's application for deferral or suspension is approved, the College will notify the Department of Immigration and Border Protection (DIBP) through the Department of Education, Employment and Workplace Relations (DEEWR) reporting system.

4.0 Suspension or cancellation of enrolment by the College

The University of Adelaide College has the right to cancel or suspend a student's enrolment in the following circumstances:

- if a student submits fraudulent documents to gain admission to the College
- if a student does not maintain satisfactory course progress in accordance with the Course Progress Policy
- if a student does not maintain satisfactory attendance in accordance with the Attendance Policy
- if the student behaves in a way which could potentially bring the College into disrepute
- 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
- if the student has received two formal warnings from the College for disobeying College rules. A formal warning will be issued if a student:
 - disobeys any College rules as set out in the Student Code of Conduct policy
 - knowingly engages in material plagiarism, cheating or academic misconduct
 - does not abide by the email and internet rules as stipulated by the College and the University of Adelaide
 - engages in any form of harassment (racial, sexual or verbal) or bullying towards another student or staff member
 - misuses or wilfully damages College facilities, equipment or property.

5.0 Suspension or cancellation of enrolment as a result of visa cancellation

The University of Adelaide College is required to report to the Department of Immigration and Border Protection (DIBP) any international student who is not achieving satisfactory course progress or who has unsatisfactory attendance. This may result in the cancellation of the student's visa. The College would then cancel the student's enrolment and they would not be able to continue with their course of study. The College would report a student to DIBP under the following circumstances:

- if a student does not maintain satisfactory course progress in accordance with the Course Progress Policy for International students
- if a student does not maintain satisfactory attendance in accordance with the Attendance Policy and Procedure for International students.

6.0 Appeals

The University of Adelaide College will notify the student in writing of its intention to report them to DIBP or cancel their enrolment for unsatisfactory attendance or for unsatisfactory course progress. Students may appeal this decision in writing to the Campus Director within 20 business days from the date of the intention to notify DIBP. Students should refer to the College's grievance procedures available on the College website if they wish to lodge an appeal.

If an international student's enrolment is suspended or cancelled, the College will notify the Department of Immigration and Border Protection (DIBP) through the Department of Education, Employment and Workplace Relations (DEEWR) reporting system.



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