



## Deferral, Suspension and Cancellation – CRICOS

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# Deferral, Suspension and Cancellation – CRICOS

## Schedule 1

Item – 1	Name of Organisation	Onyx Developments Pty Ltd (ABN 61 009 465 758) T/A Australasia International School
Item – 2	ABN:	61 009 465 758
Item – 3	Address:	Level 14/233 Castlereagh Street, Sydney NSW 2000
Item – 4	RTO Code:	6251
Item – 5	CRICOS Provider Number:	02747G

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## Glossary

PEO – Principal Executive Officer  
NTR – Nationally Recognised Training  
AQF – Australian qualifications Framework  
RTO – Registered Training Organisation  
ASQA – Australian Skills Quality Authority  
VET – Vocational Education Training  
OFI – Opportunity for improvement  
ACSF – Australian Core Skills Framework  
LLN - language, literacy and numeracy  
GST – Goods and Services Tax  
ATSI – Aboriginal and Torres Strait Islander  
Cwth – Commonwealth  
NSW – New South Wales  
VETAM – Vocational Education Training Academic Manager  
RTOC – Registered Training Organisation Compliance  
VETCO – Vocational Education Training Coordination Officer  
VETAA – Vocational Education Training Academic Assistant  
AM – Administration Manager  
APPs - Australian Privacy Principles  
SSL - Secure Socket Level protocol  
CD – Compact Diskette  
USI – Unique Student Identifier  
QI – Quality Improvement  
NCVER – National Centre for Vocational Education Research  
CoE – Conformation of Enrolment  
LoO – Letter of Offer  
CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students  
PRISMS – Provider Registration and International Student Management System

\*\*NB... Not all the terms in the glossary are contained in this document.

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## Purpose

Student enrolment can be deferred, suspended or cancelled in limited circumstances by Australasia International School or by the student. When deferral, suspension or cancellation of enrolment is initiated by Australasia International School, the student has the right to appeal the decision.

International students need to note that any deferral, suspension or cancellation may affect their study visa in Australia.

## Australasia International School initiated suspension

Australasia International School may suspend a student's enrolment in the following circumstances:

- Student behavioural misconduct as defined in the Behaviour Misconduct Policy;
- As part of the intervention strategy for unsatisfactory progress as defined in the Monitoring Course Progress Policy;
- The student's failure to pay required fees to undertake or continue the course;
- In compassionate and /or compelling circumstances as determined by the PEO.

The length of time a student may have their enrolment suspended is at the discretion of the PEO of Australasia International School. A student's enrolment may not be suspended more than one (1) Term without the circumstances being re-assessed. The student will be notified in advance of the reasons and the timeframe of the suspension. A student may appeal a suspension decision through Australasia International School's internal appeals process. Any appeal will be dealt with as a matter of urgency to minimise any disadvantage to the student. A student's enrolment will be maintained throughout the process.

If, as part of this process, a student's enrolment is cancelled, the student will be notified in writing of the reasons for the cancellation and given twenty (20) working days to access Australasia International School's internal complaints and appeals process.

Any change in enrolment status will not be reported to the Department of Education until the internal appeals process has been completed unless extenuating circumstances relating to the student apply. Once the deferral, suspension or cancellation is processed Australasia International School will notify the Department of Education via PRISMS.

## Student initiated suspension

Once the course has commenced students may only request a suspension of their participation in compelling or compassionate circumstances. Students must submit documents supporting their claim for suspension of their course e.g. medical certificates. The granting of the suspension is at the discretion of the PEO of Australasia International School.

The length of time of the suspension is also at the discretion of Australasia International School and shall be negotiated between the student and the PEO of Australasia International School.

Suspensions do not entitle a student to a refund.

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## Deferral

A student may defer the commencement of their course in the following circumstances:

- Compassionate or compelling circumstances agreed with Australasia International School
- A delay in obtaining a visa.

Students must request a deferral in writing to the PEO. The length of time should not exceed 2 Terms. A new CoE will be issued once a new commencement is processed.

A deferment does not entitle a student to any refunds of fees and costs already paid.

## Results of Deferral or Suspension

Students will be informed in writing of the outcome of their request for deferral or suspension.

If a student is dissatisfied with the outcome of a request, they can access the complaints and appeals process of Australasia International School.

All documentation relating to this process will be kept on the student's file. All discussions will be recorded in the student's file.

Students are advised to retain their original documents for their own records and to submit certified copies with any applications for deferment or suspension.

## Cancellation

Any student who wishes to cancel their enrolment with Australasia International School must apply in writing to the PEO.

The student will meet with the PEO to explain their reasons for seeking a cancellation of current enrolment.

Cancellations may involve a refund. This is discussed with the PEO on a case-by-case basis.

Once a student's enrolment is cancelled, deferred or temporarily suspended Australasia International School will advise the student to seek advice from immigration on any potential impact on their visa and notify the Department of Education via PRISMS as is required under section 19 of the ESOS Act.

**END OF DOCUMENT**