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Applying for Deferment, Suspension or Leave

Name:	**Applying for Deferment, Suspension or Leave**
Approved by:	PEO
Date Approved:	14 August 2023
Implementation Owner	General Manager – George Brown College
Maintenance Owner	General Manager – George Brown College
Review Date	14 August 2024

Using the 'Application for Course Deferment, Suspension or Leave' form available on our website, the student can defer, suspend, or request for leave in their course only in certain limited circumstances (as described below).

Any change in an overseas student's enrolment might affect their student visa.

Students may also have their enrolment suspended due to misbehavior which can also be grounds for a course cancellation.

Students have the right to appeal a decision by the College to defer, suspend or cancel their studies. The appropriate government agency(s) gets notified automatically via PRIMS of a change to the enrolment status until the internal complaints and appeals process is completed. Please refer to the Student Handbook on our website for additional fee details in relation to an application for course deferment, suspension or leave.

Student Initiated Deferment, Suspension or Leave

Students wanting to defer their course start date or suspend their course mid-studies or need leave during study term are required to complete an 'Application for course deferment, suspension or leave' form and submit it to a Student Services staff member.

Applications for deferment, suspension or leave will only be approved if an admin fee and all due fees are paid, books on loan have been returned and appropriate evidence has been provided.

The College is only able to temporarily defer or suspend the enrolment or approve leave for an overseas student on the grounds of compassionate or compelling circumstances.

These circumstances could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was / is 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; or
- A traumatic experience which could include:
    1. Involvement in, or witnessing of a serious accident; or
    2. Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
    3. Where the College is unable to offer a pre-requisite unit
    4. An inability to begin studying on the course commencement date due to a delay in receiving a student visa.

Overseas students are therefore required to provide evidence of the compassionate or compelling circumstances in their application (i.e., a medical certificate or police report, etc.).

Where a deferment is granted to an overseas student, a new Confirmation of Enrolment (CoE) will be issued.

Where a suspension is granted, there may be implications involved for an overseas student's capacity to complete the course within the expected course duration. If the College considers a student is at risk of not completing their course within the expected duration, the College may require the Confirmation of Enrolment (CoE) to be extended.

Please Note:

If there is a change in eCoE, an eCoE change fee will be incurred. Where a student is suspending their studies, a portion of the tuition fee will be required to be paid in advance.

Students can apply for a maximum of 4 weeks approved leave during their study term. GBC will take confirmation from the trainer to ensure leave will not put the student at risk of not completing the course in the due time.

A letter confirming the outcome of the application should be sent by the College within 10 working days from the date of the complete application being received.

Please refer to the Student Handbook in our website for additional fee details to ascertain the fees, relating to an application for course deferment, suspension or leave.

When applying for deferment, suspension or leave, the student's fee schedule does not change, and students are expected to pay their fees as per the fee schedule stated on their enrolment agreement.

Provider Initiated Deferral and Suspension

The College may defer enrolment where the course is not being offered at the proposed date, site, or for any other reason the College deems necessary to cancel the course.

GBC has the right to suspend or cancel a student's enrolment on the grounds of misbehavior. This misbehavior may include but is not limited to acts of discrimination, sexual harassment, and vilification or bullying as well as acts of cheating or plagiarism. Such acts of misbehavior will be classified into one of three categories.

- Fraudulent Paperwork
- Academic Misconduct
- General Misconduct
- The student's failure to pay an amount he or she was required to pay GBC to undertake or continue the course as stated in the written agreement.
- A breach of course progress or attendance requirements by the overseas student, which must occur in accordance with Standard 8 (Overseas student visa requirements).

For any deferral, suspension or cancellation of enrolment initiated by George Brown College (GBC), the overseas student will be given a notice of intention to report and 20 working days to access GBC's internal complaints and appeals process. This applies even if an overseas student's misbehaviour is grounds for immediate expulsion, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk (as outlined below).

Generally, GBC may proceed with the deferral, suspension, or cancellation after the internal complaints handling and appeals process has been completed – for example, in cases of misbehaviour and non-payment.

The only time GBC can wait for both the internal and external complaints handling and appeals processes to be completed is for course progress and/or attendance breaches.

The overseas student does not have to be given the opportunity to appeal a provider-initiated deferral, suspension or cancellation of enrolment when the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk. GBC will keep evidence to support this.

When there is any deferral, suspension or cancellation action taken by GBC, GBC will:

- Inform the overseas student of the need to seek advice from Immigration on the potential impact on his or her student visa.
- Report the change to the overseas student's enrolment under section 19 of the ESOS Act.

Record Keeping:

George Brown College (GBC) will keep records of all deferments of the commencement of study or suspension of study requested by an overseas student, including maintaining a record of any decisions.

Variations
GBC reserves the right to vary, replace or terminate this policy from time to time.

Disclaimer:
A printed copy of this document may not be the most recent version. Please check X:\GBC Central for current version

Change History

Version	Approval date	Reviewed by	Approved by	Change
V.4	08 November 2019	General Manager	PEO	Development of policy
V.5	14 August 2023	General Manager	PEO	Development of policy