

**OVERSEAS STUDENTS:**

**ENROLMENT DEFER, SUSPEND or CANCEL PROCESS**

**CRICOS REGISTRATION 00643J**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Process Step** | **Consideration** | | |
|  |  |  | | |
| 1 | *Initiate Request* | Provider initiated (student / family informed in writing) | |  |
|  |  | Student / Family initiated (confirmed in writing) | |  |
|  | | | | |
| 2 | *Determine Reason* | Academic Progress (not coping) | |  |
|  |  | Attendance Breach | |  |
|  |  | Compassionate Circumstances | |  |
|  |  | Financial Default | |  |
|  |  | Medical Treatment and Recovery | |  |
|  |  | Mental Well-Being | |  |
|  |  | Misbehaviour (sustained and significant) | |  |
|  |  | Other (specify)**:** | |  |
|  | | | | |
| 3 | *Assess Options* | Implement Support Strategies \* | |  |
|  |  | Intent to Defer / Suspend / Cancel | |  |
|  | | | | |
| 4 | *Make Recommendation* | Continue Enrolment \* | |  |
|  |  | Defer Enrolment | Until (start date)**:** |  |
|  |  | Suspend Enrolment | Duration**:** |  |
|  |  | Cancel Enrolment | Effective from**:** |  |
|  | | | | |
| 5 | *Notify Implications* | Written Notification | |  |
|  |  | Appeal Right (informed of process and timeline) | |  |
|  |  | Visa Status (family to check with Dept of Home Affairs) | |  |
|  | | | | |
| 6 | *Enact Recommendation \*\** | Report under S19 of the *ESOS Act* and update PRISMS | |  |
|  | | | | |
| 7 | *Record Decision* | Maintain record of communication, actions, decisions | |  |

\* If recommendation is to continue enrolment, with targeted support strategies, process ceases at Step 4.

\*\* Finalisation of enrolment deferral, suspension or cancellation does not occur while appeals are underway.

**Terminology:**

* Cancel – Current Confirmation of Enrolment (CoE) is no longer applicable.
* Defer – Postponement of commencement of study.
* Suspend – Temporary cessation of study, period of which is not included in attendance calculations.

**Case Summary Template:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Lodgement: |  | Lodged By: |  | |
|  | | | | |
|  | *Name* | *School & Year* | *Welfare Responsibility* | *CoE Dates* |
| Student Details: |  |  |  |  |
|  | | | | |
| Key Considerations: |  | | | |
|  | | | | |
| Recommendation: |  | Justification: |  | |
| Date of Effect: |  | Appeal Details:  (reason, outcome) |  | |
|  | | | | |
| Records Updated:  (what and by whom) |  | IEU Sign Off / Date: |  | |