

## 1. PURPOSE

The purpose of this standard is to ensure Brisbane North Institute of TAFE enable students to defer or temporarily suspend their studies, including granting a leave of absence, during the course through formal agreement in certain limited circumstances.

## 2. SCOPE

|                       |   |
|-----------------------|---|
| <b>Start Point</b>    | International students begin study under student visa |
| <b>Finish Point</b>   | International student completed their study           |
| <b>Teams Involved</b> | International unit and relevant faculties             |

## 3. REFERENCES

- Migration Act 1958
- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
- TAFE Queensland Student Rules
- **IP35** Student Misconduct Management Policy
- **IP33** Refund and Cancellation Policy
- **MP23** Appeals Procedure

## 4. POLICY

Students may submit a request for deferment or suspension of their studies if they have good reason for doing so. International Application for Deferral form must be completed along with a written letter of request addressed to the Manager, International Business and provide evidence to support grounds of deferral request. Brisbane Institute of TAFE can only defer, temporarily suspend or cancel the enrolment of an international student on the grounds of:

- 4.1 Compassionate or extenuating circumstances
- 4.2 Student misconduct
- 4.3 Unavailability of the program
- 4.4 Visa Delay
- 4.5 Non-payment of tuition fees

#### 4.1. Compassionate Or Extenuating Circumstances

Compassionate or extenuating circumstances are generally beyond the control of the student and have an impact on the student's academic progress or wellbeing. These include and are not limited to:

- Severe illness or injury occurring after enrolment. This must be supported by a medical certificate stating when the injury occurred or illness commenced.
- Bereavement of close family members such as parents or grandparents (where possible death certificates 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
- Traumatic experience which could include; involvement in, or witnessing of a serious accident; or 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).

Supporting documents must be provided upon application e.g. Medical certificates; police reports etc and kept on the student's file. Requests for deferral of student's studies must be also be approved by appropriate faculty staff to ensure re-commencement of studies is feasible.

#### 4.2 Student Misconduct

Brisbane North Institute of TAFE commits to providing a safe, caring and orderly environment to ensure that students have the opportunity to learn.

The Student Misconduct Management Policy IP35 states the Institute's position on unacceptable student behaviour and related student discipline ensuring that all parties are afforded natural justice and that quality training outcomes can be achieved. This policy is supported by the [TAFE Queensland Student Rules](#) which is available to all students.

An instance of misconduct (inappropriate behaviour) is a disciplinary offence.

Misconduct includes both academic misconduct and behavioural misconduct:

- **Academic Misconduct**

Academic Misconduct includes but is not limited to **cheating** – including supporting others in cheating, **plagiarism, collusion** - including working in groups where not approved by the teacher, electronic plagiarism, and **falsifying** information

- **Behavioural Misconduct**

Behavioural Misconduct is broadly defined as actions that breach the TAFE Queensland Student rules or Institute policies. This includes but is not limited to:

- Breaches of Commonwealth or State law which impinge on TAFE operations
- Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of the Institute
- Refusing or failing to identify themselves truthfully
- Any act or failure to act that endangers the safety or health of any other person
- Actions that impair any person's participation in a legitimate Institute activity or, by act or omission disrupts the peace or good order of the Institute
- Acting in a way that causes students or staff or other persons within the Institute to fear for their personal safety

- Acting in a way that causes damage to TAFE property
- Wilfully obstructing or disrupting any official institute meeting, ceremony, activity, class or examination/assessment
- Any form of harassment, whether based on gender, race, age, sexual preference or religious belief
- Wilfully damaging or wrongfully dealing with any institute property, or the property within the institute of any person, including theft
- Being under the influence of prohibited drugs and/or substances including alcohol
- Trespassing or knowingly entering any place within the premises of the institute that is out of bounds to students
- Making a false representation as to a matter affecting student status
- Possession of dangerous articles or banned substances
- Abusive Behaviour

A student must at all times maintain a high standard of behaviour while engaged in institute activities either within the premises of an institute or at another location.

For full details of the process for managing student misconduct see [IP35 Student Misconduct Management Policy](#).

## 5. NOTIFICATION AND APPEALS

Students will be advised within their official notice of intention or outcome of request that alterations of their enrolment may affect his or her student visa and that they have 20 working days to access BNIT's appeals process should they wish to appeal – see [MP23 – Appeals procedure](#).

If the student chooses to access the provider's appeals process, BNIT will maintain the student's enrolment until the internal appeals process is completed.

## 6. RECORDING AND REPORTING

- 6.1 The process of deferring, suspending or cancelling enrolment will be recorded and documented in the student's file. All documentary evidence and correspondence will be kept within the student's file.
- 6.2 Where the student's enrolment is approved for deferral, suspension or cancellation, BNIT will notify DEEWR through the PRISMS system of the change of enrolment status.
- 6.3 The period of deferral of enrolment will not be included in attendance monitoring calculations.

**DOCUMENT AUTHORISATION**

|                |                                 |
|----------------|---------------------------------|
| Owned by       | (signature)                     |
| Position Title | Manager, International Business |
| Endorsed by    | (signature)                     |
| Position Title | Director, Client Relations      |
| Authorised by  | (signature)                     |
| Position Title | Institute Director              |