



---

## Deferring, Suspending or Cancelling a Student's Enrolment

---

### Procedure

---

#### Deferring a term/course

Students who would like to defer, suspend or cancel their studies must apply in writing by completing a Course Deferral Form or a Course Cancellation Form. Prior to applying to defer their program students must ensure that they have paid any outstanding College fees.

Greenwich English College Pty Ltd will only permit deferral of studies by international students in compassionate or compelling circumstances, such as serious illness, death in the family or for some other reason such as misbehaviour by the student. Students will be required to provide written evidence of the compassionate or compelling circumstances.

Where a student makes such an application to defer their studies, it must be forwarded to the Director of Studies and/or Operations Manager for consideration. The student will be notified of the outcome of this consideration within 10 days of the submission of the application.

Where the Director of Studies and/or Operations Manager, grants the deferral, the student will be notified of such in writing. This notification will include instructions for the student to contact DIBP to seek guidance on the impact of this deferral in their visa status. The Director of Studies will also notify the admissions department of any requirement to record a course variation on the student's eCoE in PRISMS.

#### Failure to Start Course

Students will be considered to have defaulted on their enrolment if they fail to arrive and start their course on time as agreed, or fail to notify Greenwich English College Pty Ltd within seven (7) days of the agreed start date of their expected start date. In such cases, the Greenwich English College Pty Ltd admissions department will notify the student that their enrolment will be cancelled and will record a course variation on the student's eCoE in PRISMS.

**Suspension due to academic misconduct**

All students are expected to maintain high standards of academic honesty and integrity. Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task, or assisting other students to do so. Students are considered guilty of cheating if they seek to gain advantage by unfair means such as copying another students' work, or in any way mislead a lecturer or tutor about their knowledge, ability, or the amount of original work they have done.

**a) Student's responsibilities:****1 During Examinations**

- a) Students must not help or receive assistance from other students
- b) Students must not request the loan of or lend materials or devices to other students
- c) Students must not bring any materials into the examination room other than those specified for that examination
- d) Students must not use computer software or other devices during an examination other than those specified.

A student may be excluded from an examination in a unit for any of the following reasons:

- unauthorised absence from class.
- failure to meet unit requirements, for example non-submission of assignments or failure to attend class or mid-semester tests.
- academic misconduct
- general misconduct (see below)

**2 Other assessment tasks**

- a) Students must not copy or paraphrase any document, audio-visual material, computer-based material or artistic piece from another source except in accordance with the conventions of the field of study.
- b) Students must not use another person's concepts, results or conclusions and pass them off as their own.
- c) In cases where the assessment task is intended to be individual work, not group work, students must not prepare an assignment collaboratively and then submit work that is substantially the same as another student's assessment.
- d) Students must not ask another person to produce an assessable item for them.

**b) Greenwich English College Pty Ltd's responsibilities:**

Procedural fairness

1. Students must be treated fairly, with dignity and with due regard to their privacy

2. Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry of the student conduct committee to have so behaved.
3. Past misconduct is not evidence that a student has behaved in the same manner again.
4. Each case is dealt with on its own merits and according to its own circumstances with the proviso that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

### c) Penalties

1. Penalties imposed will take into account the nature and the extent of the misconduct.
2. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from Greenwich English College Pty Ltd.
3. The following penalties may be imposed: a warning, receiving zero (0) for an assessment event, failing the unit, exclusion from Greenwich English College Pty Ltd.

### Notification and appeal

1. Students must be notified in writing of penalties as a consequence of academic misconduct.
2. The grounds for appeal are:
  - a) procedural irregularities, and/or
  - b) factual errors on which the decision was based and which were of such magnitude as to invalidate the decision.
3. Appeals must be lodged in writing with the Director of Studies/ General Manager within 20 days of the date of the student being notified of the consequence.

### General misconduct

Students are expected to respect other students, staff and property so that learning and teaching can take place freely, safely and without impediment due to the misconduct of others.

General misconduct is where a student: acts dishonestly, harasses other students or staff, interferes with students or staff, prevents or disrupts learning, disobeys/fails to comply with contractual or legal requirements, misuses, damages or steals College property or the property of others, alters/defaces College documents or records; prejudices the good name of Greenwich English College Pty Ltd, or otherwise acts in an improper manner.

Greenwich English College Pty Ltd will report all criminal acts committed by its students to the relevant authorities.

The following examples indicate the kinds of behaviour which constitute student misconduct. The list is for illustrative purposes and is not intended to be exhaustive. Student misconduct may occur when a student:

- a) contravenes any rules or acts;
- b) prejudices the good name or reputation of Greenwich English College Pty Ltd.;
- c) prejudices the good order and governance of Greenwich English College Pty Ltd or interferes with the freedom of other people to pursue their studies, carry out their functions or participate in the life of the College;
- d) fails to comply with conditions agreed in the contract;
- e) wilfully disobeys or disregards any lawful order or direction;
- f) refuses to identify him or herself when lawfully asked to do so by an officer of Greenwich English College Pty Ltd.;
- g) fails to comply with any penalty imposed for breach of discipline;
- h) misbehaves in a class, meeting or other activity under the control or supervision of the College, or on College premises or other premises to which the student has access as a student of Greenwich English College Pty Ltd;
- i) obstructs any member of staff in the performance of their duties;
- j) acts dishonestly in relation to admission to Greenwich English College Pty Ltd;
- k) knowingly makes any false or misleading representation about things that concern the student as a student of Greenwich English College Pty Ltd or breaches any of Greenwich English College Pty Ltd's rules;
- l) alters any documents or records;
- m) harasses or intimidates another student, a member of staff, a visitor to Greenwich English College Pty Ltd, or any other person while the student is engaged in study or other activity as a College student, because of race, ethnic or national origin, sex, marital status, sexual preference, disability, age, political conviction, religious belief or for any other reason;
- n) breaches any confidence of Greenwich English College Pty Ltd;
- o) misuses any facility in a manner which is illegal or which is or will be detrimental to the rights or property of others. This includes the misuse, in any way, of any computing or communications equipment or capacity to which the student has access to or away from Greenwich English College Pty Ltd premises while acting as a College student, in a manner which is illegal or which is or will be detrimental to the rights or property of others;
- p) steals, destroys or damages a facility or property of Greenwich English College Pty Ltd or for which the College is responsible; or
- q) is guilty of any improper conduct.
- r) fails to attend and participate in classes regularly.

### **Penalties for general misconduct**

1. Penalties imposed will take into account the nature and the extent of the misconduct

2. A student's second offence is penalised more severely than their first offence and a third offence will result in exclusion from Greenwich English College Pty Ltd.

If the student admits to the alleged misconduct, the Director of Studies and/or General Manager may impose a charge for the cost of damage to facilities and equipment.

The Director of Studies and/or General Manager may also impose the penalty of permanent exclusion from Greenwich English College Pty Ltd in the case of physical or verbal abuse of students or staff of Greenwich English College Pty Ltd, repeated or severe misconduct, or in the case of criminal acts.

### **Financial Misconduct**

In all cases, students are made aware of pending financial obligations to Greenwich English College Pty Ltd.

Any student who fails to maintain up-to-date payments for their course will be seen as breaching their financial obligations. Any student who fails to make a payment for a period will not be permitted to attend classes in that period until such time as their fees are paid. In such cases the student will be notified that if they do not make payment within 7 days, of all outstanding amounts, they will have their enrolment cancelled on the grounds of financial misconduct. Extra fees may apply in the case of overdue and/or outstanding fees.

In such cases, students may, based on compelling or compassionate circumstances, appeal for extra time and/or rearrangements to make payment of fees. Such appeals and/or rearrangement requests must be made in writing, along with written evidence of the compelling or compassionate circumstances, and approval for extra time must be granted by the Director of Studies and/or the General Manager.

Where no such appeal and/or request is made, or where the appeal and/or request is unsuccessful, the Director of Studies and/or General Manager will notify the admissions department to cancel the student's enrolment and notify DET via PRISMS of the student's default.

**Notification of allegations of misconduct, 'investigations', decisions and appeals**

1. Greenwich English College Pty Ltd will follow a system of natural justice in addressing any and all cases of allegations of misconduct such as those examples described above
2. Where an allegation of misconduct is raised against a student by a fellow student or by a Greenwich English College Pty Ltd staff member, it must be communicated immediately and with appropriate discretion to the Director of Studies and/or the General Manager who will then consider the allegation and ascertain whether an investigation and/or further action is required
3. In any case that such an investigation and/or further action is deemed appropriate, Greenwich English College Pty Ltd will notify the student(s) of the allegation(s), presenting evidence and witnesses as relevant to demonstrate the validity of the allegations,
4. Where appropriate students will have a right of reply to the allegations and in such cases will be given the opportunity to have a support person present at any meetings or discussions
5. Students will be notified in writing of penalties as a consequence of general misconduct as they are explained above
6. The grounds for appeal are:
  - procedural irregularities, and/or
  - factual errors on which the decision was based and which were of such magnitude as to invalidate the decision
  - appeals must be lodged in writing with the General Manager within 10 days of the date of the student being notified of the consequence. The appeal process will commence within 10 working days from the date of receipt of the student's appeal. The appeal process is addressed in the policy and procedure on complaints and appeals.

**Procedure for recording deferments – Exceptional Circumstance**

- Student requests deferment of course studies
- The student is notified that the deferment might have an impact on the student's visa before any further action is taken, enabling the student to withdraw the request
- Request made in writing and evidenced with a medical certificate or letter outlining the exceptional circumstances for which they are seeking a deferment
- Request to be assessed by the Director of Studies or the General Manager
- If circumstances are deemed exceptional a deferment may be granted
- Student will be granted a deferment for up to a maximum of 6 months before the enrolment will be cancelled
- Circumstances not deemed exceptional will not be granted
- The outcome of any application will be communicated to the student within 10 days of the application
- Where the outcome does not favour the student they will be notified in writing and will be given reasons for the refusal
- As per the policy and procedure for complaints and appeals, students may lodge a formal appeal of a negative decision

- Once any appeal process has been finalised and where necessary and appropriate Greenwich English College Pty Ltd will report the student's deferment to Secretary of Department of Education And Training (DET) via PRISMS

### **Staff and Student Awareness of Policy**

All staff are provided with a copy of this policy at their initial induction. Students are provided with a copy of this policy in the Student Handbook which is made available to them at their course induction.

**Authorising Officer:**\_\_\_\_\_ **Date:**\_\_\_\_\_ **Review Date:**\_\_\_\_\_

This policy is to be reviewed twelve (12) months from this date.