



Nepean Community College

Deferral, Suspension and Withdrawal Policy and Procedures



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1. Deferral, Suspension and Withdrawal Policy

Student enrolment can be deferred, suspended or cancelled in limited circumstances by Nepean Community College (RTO Code: 1223) or by the student. When deferral, suspension or cancellation of enrolment is initiated by Nepean Community College, the student has the right to appeal the decision.

1.1 Nepean Community College initiated suspension or cancellation

Nepean Community College may suspend or cancel a student's enrolment in the following circumstances:

- Student behavioral misconduct as defined in the *Behaviour Misconduct Policy*; and/or
- The student's failure to pay required fees to undertake or continue the course.

The length of time a student may have their enrolment suspended is at the discretion of the College Principal of Nepean Community College.

The student will be notified in advance of the reasons and the timeframe of the suspension. A student may appeal a suspension decision through Nepean Community College's internal appeals process. Any appeal will be dealt with as a matter of urgency to minimise any disadvantage to the student.

1.2 Student initiated suspension or withdrawal

Once the course has commenced students may only request a suspension of studies or withdrawal from the course.

Students must submit documents supporting their claim for suspension or withdrawal of their course (e.g. medical certificates).

1.3 Deferral

A student may defer their course. If a training course has been superseded or withdrawn by the regulator, deferral may mean that the student will have to re-enrol into a new course.

Any credit transfer of completed units from the previous course will be accepted as per the requirement rules of that new course.

Students must request a deferral or withdrawal in writing.

1.4 Fee Refunds

A deferment/suspension or withdrawal does not entitle a student to any refunds of fees and costs already paid after the course has started. Please read the Student Handbook for further details.

1.5 Results of deferral, withdrawal or suspension

Students will be informed in writing of the outcome of their request for deferral or suspension. The student management system will be updated with the outcome.



2. DEFERRAL, SUSPENSION, WITHDRAWAL REQUEST FORM

Instructions: All students who would like to Defer, Suspend or Withdraw from their enrolment must complete this form.		Date: ____/____/____
Student Name:	Trainer Name:	
Course Code and Name:		
I would like to request deferral/suspension/withdrawal from my studies from: (insert from date) ____/____/____ until (insert to date) ____/____/____		
<input type="checkbox"/> Deferral <input type="checkbox"/> Suspension <input type="checkbox"/> Withdrawal		
I would like to request the deferral/suspension/withdrawal for the following reason:		
<u>Deferral/Suspension/ Withdrawal Checklist for Student (tick the box)</u>		
<input type="checkbox"/> I have read the Deferral, Suspension or Withdrawal Policy attached to the email		
Student Signature:		
OFFICE USE ONLY: (tick the checklist boxes) <input type="checkbox"/> Student Engagement Facilitator to advise Trainer/Assessor <input type="checkbox"/> Student Engagement Facilitator to suspend Catapult e-Learning (if applicable) <input type="checkbox"/> Student Engagement Facilitator to scan and file copy of this form to Student Management System <input type="checkbox"/> Any Statement Of Attainment due to student to be issued Student Engagement Facilitator to Sign: _____ Date: ____/____/____		

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