



Deferral, Suspension and Cancellation of Enrolment Policy (International Students)

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Purpose

This policy is to inform international students of Bradford College's policy and procedures on deferral, suspension and cancellation of enrolments.

Version Control

Version Date	Version Number	Reference sections	Description of the change
26/06/2007	1.0	Not Applicable	New document introduced

Scope and Responsibilities

This policy applies to international students. Students should ensure that they have read and understood the processes involved.

Deferral, Suspension and Cancellation of Enrolment Policy (International Students)

All students at Bradford College are expected to adhere to College rules and policies; treat their own and other people's property with care and respect; respect others; monitor their own behaviour as a group member and tolerate different viewpoints and perspectives.

Note: If your enrolment is deferred, suspended or cancelled, your student visa status may be affected.

Deferring or temporarily suspending your enrolment

Students wishing to defer or temporarily suspend their enrolment may only do so when there are compelling or compassionate circumstances. Compelling or compassionate circumstances may include, but are not limited to:

- serious illness
- serious illness or death of a family member necessitating a return to the student's home country
- serious injury
- natural disaster

Students must submit a form to Administration requesting to defer or temporarily suspend their studies, together with documentary evidence verifying their situation (for example, a medical certificate). Bradford College will assess the application and make a decision within seven business days. If an international student's application for deferral or suspension is approved, Bradford College will notify the Department of Immigration and Citizenship (DIAC) through the Department of Education, Employment and Workplace Relations (DEEWR) reporting system.

Suspension or cancellation of enrolment by Bradford College

Bradford College has the right to cancel or suspend a student's enrolment in the following circumstances:

- if a student submits fraudulent documents to gain admission to Bradford College
- if a student does not maintain satisfactory course progress in accordance with the Course Progress Policy for international students
- if a student does not maintain satisfactory attendance in accordance with the Attendance Policy for international students
- if the student behaves in a way which could potentially bring the College into disrepute
- if a student behaves in a way that is a threat to their own health and safety and/or a threat to the health and safety of another student or staff member.
- if the student has received two formal warnings from the College for disobeying College rules. A formal warning will be issued if a student:
 1. disobeys any College rules as set out in the Student Diary
 2. knowingly engages in material plagiarism, cheating or academic misconduct
 3. does not abide by the email and internet rules as stipulated by the College and the University of Adelaide
 4. engages in any form of harassment (racial, sexual or verbal) or bullying towards another student or staff member
 5. misuses or wilfully damages College facilities, equipment or property.

Appeals

Bradford College will notify the student in writing of its intention to cancel or suspend their enrolment. Students may appeal any decision to cancel or suspend their enrolment. This appeal must be made in writing to the Director of the College within 20 business days from the date of the intention to cancel or suspend notice. Students should refer to the College's grievance procedures available on the Bradford College website if they wish to lodge an appeal. If an international student's enrolment is suspended or cancelled, Bradford College will notify the Department of Immigration and Citizenship (DIAC) through the Department of Education, Employment and Workplace Relations (DEEWR) reporting system.