INSTITUTE OF MANAGEMENT AND TRADE
RTO No: 45905 Cricos Provider no: 04052M

Deferment, Suspension and Cancellation Policy

Purpose

To establish the rules and guidelines that allow the provider to defer, suspend or cancel the enrolment of an overseas student.

Scope

This policy applies to all current and prospective students of Institute of Management and Trade (IOMT).

Policy

IOMT, in accordance with the ESOS Act and the National Code (Standard 9), has the authority to defer, suspend or cancel the enrolment of a student. This authority can be exercised based on the following criteria:

- If IOMT deem there to be compassionate and compelling circumstances (such as serious illness, injury or death in the family, political upheaval or natural disaster in the students' home country, a traumatic experience or other documented serious matters),
- If IOMT deem that there has been serious mis-behaviour by the student
- If a student fails to pay the agree fees as clearly indicated in the Written Agreement signed by the student
- If a student fails to make sufficient course progress in accordance with the Course Progress Policy & Procedure
- If a student fails to meet the required attendance requirements of the course as described in the Course Progress Policy & Procedure

If IOMT initiates the process of suspension or cancellation of a student's enrolment, before any action is taken IOMT will:

- Inform the student in writing of its intention to suspend or cancel the student's enrolment
- Include an explanation as to why this action is being initiated and,
- Advise the student of their right to appeal through the IOMT Complaints and Appeals process within 20 working days.

When IOMT actions the deferral, suspension or cancellation of a student's enrolment, IOMT will:

- Inform the student that they must seek advice from immigration regarding any potential impacts on their student visa.
- Report the change of enrolment in PRISMS within 31 days

- place until all internal avenues for appeal have been exhausted unless there are

extenuating circumstances that negatively impact on the student's safety and wellbeing, which may put the student at risk.

IOMT will ensure that the process for assessing, approving/rejecting and recording of the deferment, suspension and cancellation of students' enrolment is documented.

Definitions

ESOS Act:	Education Services for Overseas Students Act 2000
National Code:	National Code of Practice for Providers of Education and Training to Overseas Students 2018
Student Misbehaviour:	Cheating or plagiarism, swearing, fighting, displays of aggressive behaviour, abusive language, engaging in discriminatory or threatening behaviour.
Student Visa:	Non-immigrant visa that any student from another country must obtain to study in the country.
PRISMS:	Provider Registration and International Student Management System
VEVO:	Visa Entitlement Verification Online
DHA:	Department of Home Affairs

Version control and accountability table

Policy owner		Compliance Manager		
Responsible Officer		RTO Manager		
Approved by		CEO		
Version	**Authorised by**	**Brief description of change**	**Date approved**	**Effective date**
1.0	L Blefari	Policy development	4/1/2024	4/1/2024