Deferment, Suspension or Cancellation Policy and Procedure

Purpose

To establish the rules and guidelines that allow the provider to defer, suspend or cancel the enrolment of an overseas student. An overseas student's enrolment can be deferred, suspended or cancelled. This may be initiated by either the overseas student for compassionate and compelling circumstances, or Institute of Management and Trade (IOMT) for an overseas student's breach of Visa conditions, failure to pay fees, misbehaviour, or other conditions listed in this Policy.

This Policy outlines IOMT's procedure for assessing, approving, and recording a deferment of the commencement of study, suspension of study, or the cancellation of enrolment and COE for the student in accordance with the requirements of the Standards for RTOs 2025 and the ESOS Act 2000.

Scope

This policy applies to all current and prospective students of Institute of Management and Trade (IOMT). IOMT may only enable students to defer, temporarily suspend their studies or cancel their enrolment, as well as grant a leave of absence, during the course through formal agreement in certain limited circumstances. This Policy provides a documented process for assessing, approving, and recording a Deferment of the commencement of study or Suspension of study for the student or Cessation of an enrolment and COE

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 misbehavior 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.

Procedure

Student Initiated Deferral, Suspension and Cancellation

1. Students wishing to defer, cancel, suspend (i.e. take a leave of absence or withdraw) from their studies, should apply to do so, using the student Deferral/Suspension/Cancellation/Leave Request Form, available on the IOMT website or at reception. Students must submit the completed Form to reception or send via email to admin@iomt.edu.au.

2. Upon receipt of the completed Form, the Admin Manager and the RTO Manager will make an assessment of the application including a VEVO check.

3. The assessment will consider the ground on which the application has been made, the evidence provided to support the application and the timing of the request and academic progress (if submitted during a period of study).

4. If the application is rejected, the student will be informed (in writing) of the outcome and the reasons for that outcome. The student will be advised that they can access IOMT's complaints and appeals process in accordance with the Complaints and Appeal Policy and Procedure. Students will be advised that they have 20 working days in which to access this process.

5. If the application is approved, the student will be informed (in writing) of the outcome as follows:

    a. Deferrals: A revised offer letter and Written Agreement will be issued by Admissions. The student will be required to sign and accept the new Agreement. The student will be advised in writing that changes to their course duration will be recorded on PRISMS and that this may have implications for their student visa.

    b. Cancellations: The student will be notified in writing that their CoE will be cancelled. IOMT will subsequently report this on PRISMS within 31 days.

6. If the student advises IOMT that they no longer wish to remain enrolled in the course or the student indirectly cancels their enrolment through their conduct, the Institute will advise the DHA via PRISMS, and their CoE will be cancelled.

7. IOMT will retain copies of all written material related to deferrals, suspensions or cancellations in the student's file.

Institute initiated cancellation:

1. When IOMT determines that a student should be cancelled based on the criteria listed in this policy, the RTO manager will inform the student in writing of its intention to suspend or cancel the student's enrolment. That notification will include a clear explanation of the reasons for the proposed cancellation and outline the appeals process available to the student.
2. The student is required to respond to the notification within 5 working days.
3. Based on the student's response the Institute will either initiate the cancellation process or reconsider the decision to intend to cancel the student's enrolment.
4. If the RTO Manager deems the cancellation should proceed, the student will be reminded of the appeals process and advised to seek advice from immigration regarding their visa status.
5. Following the appeal expiry date or negative outcome from an appeal (in accordance with the Complaints and Appeals Policy and Procedure) the RTO Manager will report the cancellation of the student on PRISMS.
6. If the RTO Manager is satisfied with the student response, the RTO Manager will dismiss the case and inform the student (in writing) of this outcome.

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 Misbehavior:	Cheating or plagiarism, swearing, fighting, displays of aggressive behavior, abusive language, engaging in discriminatory or threatening behavior.
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
Suspension:	Prevent from continuing, defer.
Cancellation:	Revoke an arrangement, make void.