



EYNESBURY
COLLEGE

**DEFERRAL, LEAVE OF
ABSENCE,
WITHDRAWAL,
SUSPENSION AND
CANCELLATION
PROCEDURE**

SECTION D - PROCEDURE

Related Policy

Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy

D.1 Procedure

Responsible		Procedure Steps	W/I
	1	Request to defer program (prior to arrival/commencement)	
Student/ Agent	1.1	Email the Admissions Office to request deferment to the next appropriate intake.	
	2	Action of request to defer program	
Admissions Office	2.1	Update student record through student management system.	
	2.2	Issue revised letter of offer accordingly via email.	
Student/ Agent	2.3	Submit signed acceptance forms to the Admissions Office via email.	
Admissions Office	2.4	Revise CoE(s) through PRISMS to reflect deferment.	
	2.5	Issue revised CoE(s) to applicant via email.	
	2.6	Notify partner university of deferral	
Student/ Agent	2.7	Provide revised CoE(s) to Immigration.	
	3	Request for Leave of Absence (current students)	
Student	3.1	Download the Application for Leave of Absence Form from the Eynesbury web or obtain from the Student and Academic Service Office (SASO).	
	3.2	Complete and sign the Application form.	
	3.3	Attach supporting documentation outlining the reasons for your Application in accordance with Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy .	
	3.3.1	Remaining Onshore Medical evidence or support letter from family / Eynesbury student counsellor.	
	3.3.2	Off shore – returning home Evidence of return flight tickets	

			Medical certificate or support letter from family / Eynesbury student counsellor.		
	3.4	Submit the application and supporting documents to SAS in person or by email.			
	3.5	Continue to attend class while the request is in process unless exceptional circumstances apply.			
	4	Assessment of Application for Leave of Absence			
SASO AS	4.1	Check the application form and supporting evidence.			
	4.2	For sponsored students seek feedback from the Marketing Director prior to contacting the sponsor.			
	4.3	Seek sponsor approval for sponsored students when feedback has been received from the Marketing Director.			
	4.4	Provide completed application to Manager, SAS to assess eligibility.			
Manager, SAS	4.5	Assess the application in accordance with the Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy .			
	4.6	Sign the application request according to the outcome; refer to Academic Director, Director of Studies or Student Counsellor if deemed applicable.			
Academic Director	4.6.1	If an interview is required contact the student to discuss any academic issues or impacts on study.			
	4.6.2	Advise outcome of interview to Manager, SAS			
Manager, SAS	4.7	Forward the signed Application for Leave of Absence to Academic Support for processing.			
	5	Issue Application for Leave outcome notification to student			
SASO AS	5.1	Leave approved			
		5.1.1	Report through PRISMS to reflect leave if applicable. <i>(International only)</i>		
		5.1.2	Issue the approved Leave of absence notification via email.		
			5.1.2.1	Email FSP Manager, Academic Director, Director of Studies or International Student Coordinator via email notifying of approved leave	
		5.1.3	Adjust enrolments and any other actions as required.		
		5.2	Leave declined		
		5.2.1	Issue the declined Leave of absence notification via email.		
Student		5.2.2	If you are not satisfied with the decision lodge an appeal within 10 days in accordance with the Student Grievances and Appeals Policy .		

		5.2.3	If the appeal is not upheld, continue to attend class	
	6	Withdrawal from program or single module		
Student		6.1	Download the Application for program withdrawal or Single Module form from the Eynesbury web or obtain from the Student and Academic Service Office (SASO).	
		6.2	Complete and sign the Application for program withdrawal or Single Module .	
		6.3	If sponsored obtain written approval from your sponsor.	
		6.4	Attach the supporting documentation outlining the reasons for your Application for Withdrawal.	
		6.5	Withdrawal from program	
		6.5.1	Returning to home country: Attach evidence of the confirmed flight ticket (itinerary is not accepted).	
		6.5.2	Met English conditions early: Attach supporting documentation showing requirements have been met. <i>(Eg IELTS, unconditional letter of offer from University, or sign off from Director of Studies).</i>	
		6.6	Withdrawal from single module (HEP only)	
		6.6.1	Indicate the subject and reasons for withdrawal. No evidence is required.	
		6.7	Submit the application and documents to SASO in person or by email.	
		6.8	Continue to attend class while the request is in process.	
	7	Assessment of Application for Withdrawal		
SASO AS		7.1	Check the Application for program withdrawal form and supporting documents against the submission requirements and any outstanding conditions and provide to Academic Director.	
		7.2.1	For students under the age of 18, seek guardian approval.	
		7.2.2	For sponsored students seek feedback from the Marketing Director prior to contacting the sponsor.	
		7.2.3	Seek sponsor approval for sponsored students when feedback has been granted by the Marketing Director.	
Academic Director/ Director of Studies		7.3	Assess the application in accordance with the Deferral, Leave of Absence, Withdrawal, Suspension and Cancellation Policy .	
		7.4	If an interview is required contact the student to discuss any issues involved.	

		7.5	Sign the application request according to the outcome.	
		7.6	Forward the signed application to Academic Support for processing.	
	8	Outcome notification		
SASO AS		8.1	Check the application form to ensure the approval outcome section is signed and complete.	
		8.2	Advise the student of the outcome of their request within 7 working days of submission.	
	9	Outcome notification of withdrawal from single module (HEP only)		
SASO AS		9.1	Withdrawal approved	
		9.1.1	Email the withdrawal approved notification to the student.	
		9.1.2	Alter student subject record accordingly.	
		9.2	Withdrawal declined	
		9.2.1	Email the withdrawal declined notification to the student.	
Student		9.2.2	If unsatisfied with the outcome lodge an appeal within 10 working days in accordance with the Student Grievances and Appeals Policy .	
		9.2.3	Continue to attend class.	
	10	Withdrawal from program (international students)		
SASO AS		10.1	Withdrawal Approved	
		10.1.1	Cancel the student CoE through PRISMS.	
		10.1.2	Notify the relevant partner University.	
		10.1.3	Issue the student with the withdrawal approved notification via email.	
		10.1.4	Notify the Accommodation Office and agent of any students under 18 years of age.	
		10.2	Withdrawal from program (local, or non-student visa)	
		10.2.1	Issue withdrawal approved notification via email.	
		10.2.2	Update the student record on student management system.	
	11	Suspension (academic or behavioural misconduct)		
Director or Manager		11.1	Email Academic Support outlining reasons for suspension	
SASO AS		11.2	Notify the student of the suspension via email.	
		11.3	Update student record through student management system.	

		11.4	Maintain the CAAW agreement/suitability of care agreement as required.	
Student		11.5	If not satisfied with the decision lodge an appeal within 20 working days in accordance with the Student Grievances and Appeals Policy .	
		11.6	Abide by the conditions of the suspension and any welfare and accommodation arrangements in place.	
	12	Cancellation		
SASO AS		12.1	If a student's enrolment is to be terminated advise the student accordingly and notify the student that they have 20 working days to make an appeal in accordance with the Student Grievances and Appeals Policy .	
		12.1.1	International students: issue an Intention to Report (ITR) in accordance with the condition.	
		12.1.2	Non-enrolling international students: advise students via email that their enrolment has been terminated.	
		12.2	Maintain the CAAW agreement/suitability of care agreement until such time the student has alternative welfare arrangements approved by another registered provider; care of the student by a parent or nominated relative is approved by Immigration; or, the student leaves Australia	
Student		12.3	If not satisfied with the decision lodge an appeal within 20 working days in accordance with the Student Grievances and Appeals Policy .	
		12.4	Enrol and continue to attend classes during the process of the appeal.	
SASO AS		12.5	If the appeal is not upheld, action in the student management system and email a cancellation confirmation to the student including parent or legal guardian/sponsor/partner university if applicable	
		12.6	Report cancellation for International students in PRISMS.	

D.2 Supporting Documentation

Related material	Location
Fee Refund Policy	Eynesbury Policy and Procedure Webpage
Student Grievances and Appeals Policy	Eynesbury Policy and Procedure Webpage
Student Grievances and Appeals Procedure	Eynesbury Policy and Procedure Webpage

Form templates	Location
Application for Program Withdrawal form	Quality Unit, Document management
Application for Withdrawal from a Single Module form	Quality Unit, Document management
Application for Leave of Absence	Quality Unit, Document management

Records (including completed forms)	Location
Application for Program Withdrawal form	Student e-file; Navigate
Application for Withdrawal from a Single Course form	Student e-file; Navigate
Application for Leave of Absence form	Student e-file; Navigate

For retention information and disposal schedules see the Navitas Records Management, Retention and Disposal policy: <https://bit.ly/2OQrJEU>

D.3 Version Control

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