Deferment, Suspension and Cancellation Policy

1) Deferment of commencement of study requested by student
   a) AFTA Travel & Tourism College NSW will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include:

   i) illness, where a medical certificate states that the student was unable to attend classes
   ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
   iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
   iv) a traumatic experience which has impacted on the student (these cases should be, where possible, supported by police or psychologists’ reports)

   b) The final decision for assessing and granting a deferment of commencement of studies lies with the Director of Studies.

2) Suspension of study requested by student
   a) Once the student has commenced the course, AFTA Travel & Tourism College NSW will only grant a suspension of study for compassionate and compelling circumstances. These include:

   i) illness, where a medical certificate states that the student was unable to attend classes
   ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
   iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
   iv) a traumatic experience which has impacted on the student (these cases should be, where possible, supported by police or psychologists’ reports)

   b) The period of suspension will not be included in attendance calculations for AFTA Travel & Tourism College NSW (the College has elected to apply the DEEWR-DIAC Approved Course Progress Policy and does not calculate attendance for visa requirements).

   c) Periods of suspension of longer than six months will result in the cancellation of the student’s visa and will, therefore, require the student to apply for their visa to be reinstated.

   c) Students who suspended their studies for more than 28 days are required by DIAC to return to their home country unless special circumstances exist (e.g. the student is medically unfit to travel).

   d) The final decision for assessing and granting a suspension of studies lies with the Director of Studies.
3) Assessing requests for deferment or suspension of studies
   a) Applications will be assessed on merit by the Academic Coordinator.
   b) All applications for deferment or suspension will be considered within 10 working days.

4) Exclusion from class (1 – 28 days)
   a) AFTA Travel & Tourism College NSW may exclude a student from class studies on the
grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour
identified as resulting in exclusion in AFTA Travel & Tourism College NSW’s Discipline Policy
/Code of Conduct.

   b) Excluded students must abide by the conditions of their exclusion from studies which will
depend on the welfare and accommodation arrangements in place for each student and which
will be determined by the Director of Studies.

   c) Where the student is provided with homework or other studies for the period of the exclusion,
the student must continue to meet the academic requirements of the course.

   d) Continued exclusions from class will be recorded on PRISMS.

   e) Periods of exclusion from class will not be included in attendance calculations as per AFTA
Travel & Tourism College NSW’s Course Progress and Attendance Policy.

   f) Students who have been suspended have 20 working days in which to appeal this
suspension, during which time their enrolment will be maintained.

5) School initiated suspension of studies (28 days +)
   a) AFTA Travel & Tourism College NSW may initiate a suspension of studies for a student on
the grounds of misbehaviour by the student. Suspension will occur as the result of any
behaviour identified as resulting in suspension in AFTA Travel & Tourism College NSW’s
Behaviour Policy/Code of Conduct.

   b) Suspended students must abide by the conditions of their suspension from studies which will
depend on the welfare and accommodation arrangements in place for each student and which
will be determined by the Director of Studies.

   c) Students who have been suspended for more than 28 days are required by DIAC to return to
their home country unless special circumstances exist (e.g. the student is medically unfit to
travel).

   d) If special circumstances exist, the student must abide by the conditions of his or her
suspension which will depend on the welfare and accommodation arrangements in place for
each student and which will be determined by the Director of Studies.

   e) Suspensions will be recorded on PRISMS.

   f) The period of suspension will not be included in attendance calculations.
g) Periods of suspension of longer than six months will result in the cancellation of the student’s visa and will, therefore, require the student to apply for their visa to be reinstated.

h) Students who have been suspended have 20 working days in which to appeal this suspension, during which time their enrolment will be maintained.

6) Cancellation of enrolment
a) AFTA Travel & Tourism College NSW will cancel the enrolment of a student under the following conditions;
   i) Failure to pay course fees
   ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
   iii) Any behaviour identified as resulting in cancellation in AFTA Travel & Tourism College NSW’s Discipline Policy/Code of Conduct.

b) AFTA Travel & Tourism College NSW is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

7) Complaints and Appeals
a) Student requested deferment and suspension are not subject to AFTA Travel & Tourism College NSW’s Complaints and Appeals Policy.

b) Exclusion from class is subject to AFTA Travel & Tourism College NSW’s Complaints and Appeals Policy which is available on our website www.nswcollege.afta.edu.au.

c) AFTA Travel & Tourism College NSW initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to AFTA Travel & Tourism College NSW’s Complaints and Appeals Policy.

d) For the duration of the appeals process, the student is required to maintain his/her enrolment and attendance at all classes as normal. The Director of Studies will determine if participation in studies will be in class or under a supervised arrangement outside of classes.

e) If students access AFTA Travel & Tourism College NSW’s complaints and appeals process regarding an AFTA Travel & Tourism College NSW initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply.
f) Extenuating circumstances include;
   i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
   ii) the student is missing
   iii) the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student’s wellbeing
   iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
   v) is at risk of committing a criminal offence, or
   vi) the student is the subject of investigation relating to criminal matters

g) The use of extenuating circumstances by AFTA Travel & Tourism College NSW to suspend or cancel a student’s enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

h) The final decision for evaluating extenuating circumstances lies with the Director of Studies.

8) Student Advice
   a) Deferment, suspension and cancellation of enrolment can have an effect on a student’s visa as a result of changes to enrolment status. Students will be directed to contact the Department of Immigration and Citizenship for advice.

9) Definitions
   a) Day – any day including weekends and public holidays in or out of term time