



## SUSPENDING A STUDENT ENROLMENT

### WHAT DOES SUSPENSION MEAN?

This means that a student stops studying for a week or more while the course is in progress. Sometimes it is called leave of absence. A student can ask to suspend studies or TAFE NSW can suspend a student (usually a student discipline matter). The Department of Immigration and Citizenship (DIAC) must be informed if a student is suspended.

### WHEN CAN A STUDENT REQUEST A SUSPENSION?

If you are going to be absent from your TAFE course for a week or more during semester you must request approval from your college international coordinator. If the absence is for more than 2 weeks this is considered a suspension and you must request a suspension of your studies prior to taking this leave of absence.

A suspension of studies may be approved by TAFE NSW in *compelling* or *compassionate circumstances*. These circumstances might include medical reasons or extreme personal circumstances.

The DIAC guidelines on what can be accepted as a valid reason for suspension of studies say:

**Compassionate and compelling circumstances are usually not under the control of the student and may have an impact on course progress. For example:**

- Serious illness or injury – a medical certificate must state clearly that the student was unable to attend classes
- Bereavement – the death of close family members such as parents or grandparents. Where possible a death certificate should be supplied
- Major political upheaval or natural disaster in the home country which requires the student to return (emergency travel) and this has impacted on studies
- Traumatic experience – for example, being involved in or witnessing an accident or witnessing an accident or a crime and this had had a negative impact on studies (in these cases Police or Psychologist's reports are required)
- Where your education provider cannot offer you a pre-requisite unit
- Inability to begin studying on the course commencement date due to a delay in receiving a student visa

### HOW DOES A STUDENT REQUEST A SUSPENSION?

A student needs to see the College International Student Coordinator to request suspension of studies.

*Please note:*

- The minimum period for which a suspension applies is one week in a semester
- DIAC will be notified when suspensions of more than 2 consecutive weeks occur
- Students are advised that suspensions may affect their Student Visa and that they should seek advice from DIAC about their specific requirements

### WHAT IF TAFE NSW SUSPENDS A STUDENT?

TAFE NSW may suspend or cancel your enrolment if you are absent from your course without approval for more than 2 consecutive weeks in a semester, if you do not pay tuition fees when they are due or if you breach the TAFE NSW Student Discipline Policy. Copies of this Policy are available to all enrolled students. If the period of suspension exceeds 28 days DIAC requires students to return to their home countries (unless exceptional circumstances can be proved).