

Deferral, Suspension and Cancellation Policy and Procedures - Domestic Students

1. Scope

This Policy and Procedure applies to all prospective and enrolled domestic students at Holmes Institute (Holmes) and the staff involved in the assessment and process of student deferral, suspension and cancellation.

2. Purpose

This Policy and Procedures outlines Holmes' principles and processes on the enrolment deferral, suspension and cancellation either initiated by domestic students or by Holmes.

3. Definitions

3.1 **Census date** The date set for each trimester that is:

- a) The last date a domestic student can withdraw from a course of study and/or unit without incurring financial penalty;
- b) The last date before which a student must submit requests for FEE-HELP; and
- c) Census dates will not occur less than 20% into the semester and will be published on the Holmes website Academic Calendar.

3.2 **Deferral** A postponement of the commencement of study for an agreed and approved period of time whereby a student's place in that course of study is held for them.

3.3 **Suspension** The temporary postponement of enrolment during a course.

3.4 **Cancellation** A cessation of enrolment in a course.

4. Policy Statement

4.1 Deferral, suspension and cancellation may occur either upon students' request or upon Holmes' initiatives.

4.2 Domestic students may apply for deferral of the commencement of a course for a maximum period of twelve (12) months using the Defer, Suspend and Cancel a Course Form. The completed and signed form must be submitted to Studentservices@holmes.edu.au before the census date set in each trimester.

4.3 Holmes reserves the right to defer commencement of a course when a course is not offered in the scheduled trimester.

4.4 Domestic students may apply for temporary suspension of their studies for a maximum period of twelve (12) months using the Defer, Suspend and Cancel a

Course Form. The completed and signed form must be submitted to Studentservices@holmes.edu.au.

- 4.5 Applications for Deferment, Suspension or Cancellation will not be considered where the student has not met the existing conditions of their enrolment (see Student Enrolment Policy).
- 4.6 When a suspension occurs after the census date, student's financial liabilities will be incurred unless special circumstances are approved by Holmes (See Re-crediting HELP Balance Policy and Procedure - Eligible FEE-HELP Higher Education Students and Refund Policy and Procedure - Eligible FEE-HELP Higher Education Students).
- 4.7 Holmes may suspend a student's enrolment if the student has been involved in serious academic or non-academic misconduct. The student's enrolment, in such circumstances, is placed on hold pending the conclusion of an investigation or/and formal complaint/appeal process. The final outcome of this process will result in either restoring full enrolment, with or without conditions applied or permanent cancellation of an enrolment (See Student Charter and Student Conduct Policy – Higher Education).
- 4.8 Holmes may cancel a student's enrolment when:
 - a) A student fails to come back from an approved suspension of study; or
 - b) The formal appeal outcome of situations described in Section 4.7 is in Holmes' favour.

5. Procedures

Student Initiated Deferral, Suspension or Cancellation

- 5.1 Students wishing to defer, suspend or cancel their enrolment must contact Student Services and submit the completed Defer, Suspend or Cancel a Course Form. The Form is available via Blackboard, Student Services and upon request.
- 5.2 Supporting documents verifying the special circumstances must be provided together with the application.
- 5.3 Applications for deferral, suspension or cancellation submitted before the census date will not have financial liabilities on students. However, applications submitted after the census date will have financial liabilities incurred (See the Refund and Re-crediting policies).
- 5.4 Once an application is received, Holmes will:
 - a) Acknowledge the application;
 - b) Determine whether the student has met existing conditions of their enrolment.
 - c) Assess the application and decide within ten (10) working days;
 - d) Where an application is successful Holmes will notify the student of the outcome in writing and update enrolment information in the Student

Management System;

- e) Where an application is unsuccessful, Holmes will notify the student of the outcome in writing and inform them of the reason for the decision as well as their right to access Holmes' complaints and appeals process within 20 working days of the decision.
- 5.6 All decisions to defer, suspend or cancel a student's enrolment will be recorded in the Student Management System and the student's file.
- 5.7 When the deferral or suspension is processed the student will receive a revised Letter of Offer. Students should note that tuition fees and administrative fees may change when and if a new Letter of Offer is provided.

Holmes Initiated Deferral, Suspension or Cancellation

- 5.8 Holmes may defer the commencement of a course when a course is not offered.
- 5.9 Holmes may suspend or cancel a student's enrolment for:
- a) Misconduct – where behaviour of a student;
 - i. Has been in serious breach of an institute rule;
 - ii. Is in breach of enrolment conditions;
 - iii. Is considered to provide a threat to the wellbeing of other students or staff; or
 - iv. Failing to meet the requirements of the Monitoring Course Progress Policy (refer to Monitoring Course Progress Policy and Procedure – Higher Education);
 - b) Non-payment of tuition fees; or
 - c) Non-commencement or non-reenrolment in a compulsory study period.
- 5.10 Where a decision has been made by Holmes to suspend or cancel a student's enrolment, Holmes will issue to the affected student written notification of Holmes' intention to suspend or cancel the student's enrolment. The notification will clearly set out the reasons for Holmes' intention to make a decision to cancel or suspend the student's enrolment and inform the student that he/she has the right to appeal Holmes' decision through its internal appeal process within twenty (20) working days from the date of the notice.
- 5.11 If the affected student elects to access Holmes' internal appeal process, Holmes will maintain the student's enrolment until the internal appeal process is completed.
- 5.12 If there is clear evidence that the affected student's health or wellbeing, or the wellbeing of others, is likely to be at risk unless the suspension or cancellation is effected immediately, Holmes will suspend or cancel the student's enrolment prior to the internal appeal process being completed.
- 5.13 If a student does not commence a course or does not reenrol in a compulsory study period (without prior approval) the student will be deemed to have notified cessation of studies and the relevant enrolment will be cancelled without further notice.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	Chief Operating Officer		
Implementation Officers	Chief Operating Officer in liaison with Campus Director(s)		
Review Date	June 2026		
Approved by			
Governing Council			
Associated Documents			
Admission Requirements Policy and Procedures Academic Conduct and Integrity Policy and Procedures – Higher Education Code of Conduct Policy Complaints and Appeals Policy and Procedures Monitoring Course Progress Policy and Procedures Privacy Policy and Procedure Re-crediting HELP Balance Policy and Procedure - Eligible FEE-HELP Higher Education Students Refund Policy and Procedure - Eligible FEE-HELP Higher Education Students Student Charter and Student Conduct Policy Student Enrolment Policy Defer, Suspend or Cancel a Course Form			
Version	Brief Description of the Changes	Date Approved	Effective Date
1.0	New Policy	20 June 2023	20 June 2023