

## STUDENT HANDBOOK

### Part A – All Students

### Section 10 – Deferral, Suspension or Cancellation of Study

#### IMPORTANT – INTERNATIONAL STUDENTS

International students should note that ALG must report any change to your course due to deferral, suspension or cancellation to the Australian immigration department.

Also, regardless of the reason, any change to your course due to a deferral, suspension or cancellation may affect your student visa. We recommend you contact Australian immigration to determine what impact this could have on your ability to stay in Australia

International students need to refer to Part B of this Student Handbook for further details.

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#### OVERVIEW

The following section outlines policies and procedures to defer, suspend or cancel your studies.

To *defer* or *suspend enrolment* means to *temporarily put studies on hold* (adjourn, delay, postpone).

- a) A student may request a temporary deferment or suspension to his or her enrolment on the grounds of compassionate or compelling circumstances.
- b) A provider may initiate suspension of a student's enrolment due to misbehaviour of the student.
- c) A provider may also initiate a retrospective deferment where circumstances have not allowed the student to request a deferment i.e. accident or injury

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#### Deferrals

Deferrals are only applicable to classroom-based modules.

A student may request a temporary deferment or suspension to his or her enrolment on the grounds of compassionate or compelling circumstances.

Students who wish to defer their studies need to submit a Deferral Form which is available on [www.alg.edu.au](http://www.alg.edu.au)

Students who defer can receive a transfer of course fees paid for an upcoming term as credit to a subsequent term of studies if they notify ALG they are deferring their studies before term has commenced. This is defined as being before the first Monday of the term they wish to defer (as per the published date on our timetable). If term has commenced, the student can still defer but course fee credit is no longer available.

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## Suspension

Students may be suspended or cancelled from their studies due to action taken by ALG.

Please refer to the Student Code of Conduct section for information on a student's requirements while studying at ALG and the consequences of breaching these requirements.

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## Extensions

Extensions are only applicable to home-study based training modules.

The extension period granted will vary from module to module and subject to being possible i.e. course being superseded. Extensions fees may apply and will be confirmed at the time of request by the student.

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## Cancellations

Students who wish to cancel their course partway through their studies need to submit a Course Cancellation form which is available on [www.alg.edu.au](http://www.alg.edu.au)

Students must ensure all outstanding fees are paid prior to cancellation.

Students who cancel and who pay tuition fees by a payment plan or pay-by-month program should note that course cancellation processing will take 10 working days. Any payment instalments scheduled in that period will be processed as scheduled.

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## How a Deferral, Suspension or Cancellation can Affect your Study Program

Students should note a deferral or suspension can affect your original study program and options to when you are able to return to your studies.

For classroom programs, typically ALG conducts its training in cycles. This means that students will, in general, need to study consecutive terms of study in order to complete all cycles within a qualification.

For example:

Term 1 – Cycle A

Term 2 – Cycle B

Term 3 – Cycle C

Term 4 – Cycle D

If a student studies with no interruptions, they successfully complete all cycles. A student can also complete cycles in any order – they may enrol in Term 2 – Cycle B, which means they finish with Term 1 Cycle A as their final term of study.

If a student defers, this cycle may be affected. For example:

Term 1 – Cycle A – completed

Term 2 – Cycle B – deferral

Term 3 – Cycle C – completed

## Term 4 – Cycle D – completed

This means the student has not completed Cycle B. This does not affect their learning; however this may affect a student's course duration. The next time Cycle B is offered is Term 2 of the following year. The student will need to extend their course in order to complete Cycle B when it is next offered.

There may be other options available in order to assist students in completing their course. Students are advised to discuss how their request for deferral or suspension will impact their return to studies with a Student Advisors before making any decisions.

Changes do occur regularly for all education programs to comply with changes in standards or qualification requirements. These changes often come with requirements to no longer teach and assess students under old courses and training packages. In this case a student who has deferred for a considerable time may not find their previous course or module current. Hence they may need to re-enrol into the new program that has replaced the old program. Students asking for a deferral or suspension of their education program should clarify potential program changes.

Students should note a suspension can also affect your original study program when taking a distance education program. Changes do occur regularly for distance education programs to comply with changes in standards or qualification requirements. These changes often come with requirements to no longer teach and assess students under old courses and training packages.

Students asking for a deferral of their program should clarify potential program changes prior to formalising the request.

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### **Record Keeping for Deferral, Suspension or Cancellation**

ALG keep documentary evidence on the student's file of the assessment of the student's application for deferral or suspension. Similarly, should a provider suspend a student's enrolment due to misbehaviour, documentary evidence of this decision should be kept.