

## Deferring Suspending and Cancelling Domestic Student's Enrolment Procedure

### SCOPE

This procedure applies to all domestic students enrolled in or seeking a place in a qualification/course provided by AFTT.

### PURPOSE

The purpose of this procedure is to aid 'Deferring Suspending and Cancelling Student's Enrolment Policy' and assist AFTT Team Members to identify and implement correct processes to guide and support domestic students who may wish to defer, suspend or cancel their enrolment.

### DEFINITIONS

#### Deferral

Deferment of an enrolment means temporary postponement in the commencement of a course. Deferral may be initiated by a student or AFTT.

#### Suspension

Suspension of an enrolment means placing student's enrolment temporarily on hold due to serious academic or non-academic misconduct. Students suspended due to misconduct are responsible for submitting assessment tasks in order to pass any unit of study they are enrolled in. Suspension due to misconduct is initiated by AFTT. Temporary suspension of an enrolment might also be initiated by a student.

#### Cancellation

Cancellation of an enrolment is permanent cessation of student's enrolment that may occur upon student's request (withdrawal) or may be initiated by AFTT (termination).

A student whose enrolment has been cancelled is no longer an AFTT student and therefore cannot attend classes, submit assessment tasks or attend AFTT events as a AFTT student. A student who has had their enrolment cancelled will receive a transcript of all units studied up to the date of cancellation, including results attained.

For definitions not listed here please refer to AFTT's Glossary.

### PROCEDURE

#### STUDENT INITIATED DEFERRAL

Domestic students may apply for deferral of the commencement of a course for a maximum period of twelve (12) months using the *Application for Deferral of the Commencement of a Course Form* and submitting it to Campus Administration. The application for deferral must be submitted before census date.

The *Application for Deferral of the Commencement of a Course* is to be determined by the responsible Head of Department and Campus Manager who will approve or reject the application typically within 2-3 business days from the application submission date.

#### STUDENT INITIATED SUSPENSION

Domestic students may apply for temporary suspension of their studies for a maximum period of twelve (12) months using the *Application for Temporary Suspension of a Course Form* and submitting it to Campus Administration.

The *Application for Temporary Suspension of a Course* is to be determined by the responsible Head of Department and Campus Manager who will approve or reject the application typically within 2-3 business days from the application submission date.

#### STUDENT INITIATED CANCELLATION

Domestic students who wish to cancel enrolment in their course may do so at any time. Domestic students must complete the *Application for Withdrawal Form* and submit it directly to Campus Administration.

Where there is a request for a refund/re-credit of fees the request will then be passed on to the Finance Department for consideration and final approval according to the AFTT Tuition Fee Refunds and Removal of FEE-HELP Debts Domestic Students Policy.

#### AFTT INITIATED DEFERRAL

Where AFTT initiates the **deferral** of a domestic student's enrolment due to course cancellation, it will:

- Immediately advise the student of course cancellation,
- Advise student of next course intake, and if the student agrees to the deferral and wishes to continue their studies at AFTT,

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Updated on 20.8.2020 to reflect JMC Pty Ltd's business name of the Academy of Film, Theatre & Television (AFTT)

Academy of Film, Theatre & Television is the business name of:

International Film School Sydney Pty Ltd (IFSS) ABN 50 108 452 062 | RTO Code: 91143 | CRICOS No: 02660C

JMC Pty Ltd ABN 53 003 572 012 | CRICOS No: 01259J

- Place their enrolment on appropriate status.

### **AFTT INITIATED SUSPENSION**

Where AFTT initiates the suspension of a domestic student due to student's (academic or non-academic) misconduct:

- Campus Manager meets with the student regarding their behaviour and informs the student of their suspension from the course. (Note: it is the student's obligation to attend this meeting),
- The student is also advised of any potential impact their prospects for success in their studies, and opportunities for appeal,
- Campus Manager informs the student of the length of their suspension and the remediation opportunities available,
- A formal letter is posted to the student confirming the conditions of the suspension.

Where AFTT initiates the suspension of a student due to non-payment of fees:

- Campus Manager meets with the student regarding non-payment of fees and informs the student of their suspension from the course. (Note: it is the student's obligation to attend this meeting),
- The student is also advised of any potential impact on their prospects for success in their studies, and opportunities for appeal,
- Campus Manager informs the student of the length of their suspension and the remediation opportunities available,
- A formal letter is posted to the student confirming the conditions of the suspension.

### **AFTT INITIATED CANCELLATION**

Where AFTT initiates the **cancellation** of a domestic student's enrolment due to serious misconduct and/or unsatisfactory course progress and/or non-payment of outstanding fees and/or failure to return to study after a scheduled student break:

- Campus Manager meets with the student and informs the student of their cancellation from the course. (Note: it is the student's obligation to attend this meeting),
- The student is also advised of any potential impact on their prospects for success in their studies, and opportunities for appeal,
- A formal intention to cancel the enrolment letter is posted to the student outlining the reasons of cancellation and possible avenues to appeal.

Where the cancellation of a student's enrolment is due to unsatisfactory course progress, AFTT will ensure that all Support and Intervention Strategy applicable processes have run their course prior to sending the notice of intention to cancel their enrolment letter.

### **NOTIFICATIONS**

AFTT will always advise a student in writing on the outcome of their application, and when their enrolment status has been changed by either AFTT's initiative or upon the student's request.

### **COMPLAINTS and APPEALS**

A domestic student may lodge an appeal within ten (10) working days of receipt of AFTT's written intention to:

- Terminate the enrolment,
- Suspend their enrolment.

The appeal must be submitted in writing to the Campus Administration using the *Application to lodge an Appeal Form*. Appeals submitted after that date will not be considered unless consideration under special circumstances has been approved by AFTT. It is at the discretion of AFTT to admit late appeals applications.

Where a student does not initiate appeal process, and the period of time to do so has passed, the decision of the termination of student's enrolment will be reinforced and implemented.

In situation where a student is not satisfied with the outcome of the internal appeal process, they have the right to access external appeal process/mediation within ten (10) working days from the date they received the written notification of the internal appeal decision.

AFTT reserves the right to cancel a student's enrolment prior to completion of the complaint/appeals process, in cases where welfare of the student or those with whom the student may come into contact, might be of concern.

Domestic students have the right to appeal any decision of cancellation of an enrolment with exception of the situation when a student failed to return from the scheduled break and remained uncontactable, unless consideration under special circumstances has been approved by AFTT. AFTT considers this as cancellation of an enrolment initiated by the student.

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Students may access the Student Complaints and Appeals Policy and its associated procedures to appeal against any decisions made under this procedure.

**POSITIONS RESPONSIBLE**

- AFTT Academic Team
- Administration Team
- Campus Manager
- Director of Finance and Operations
- Heads of Department

**RELATED LEGISLATION**

This Procedure supports AFTT's compliance with the following legislation:

- Higher Education Support Act 2003 (Cth),
- Higher Education Standards Framework (Threshold Standards) 2015,