

PURPOSE: To assess applications to defer or temporarily suspend studies for compassionate or compelling circumstances.

SCOPE: Applies to the International Office.

	TASK	RESPONSIBILITY	NOTES
1.	Lodge a request to defer or temporarily suspend studies	Student	<p>Must be in writing clearly stating reasons for seeking deferment or suspension and attaching appropriate documentation.</p> <p>Compassionate and compelling circumstances will include, but not be limited to,</p> <ol style="list-style-type: none"> 1. Student does not receive a visa in time to arrive at NMIT to commence study. Visa notification required. 2. Serious illness or injury – supported by a medical certificate 3. Bereavement of close family members such as parents, grandparents, spouse, siblings, children – death certificate should be provided 4. Major political upheaval or natural disaster in home country requiring emergency travel 5. A traumatic experience, such as witnessing or being involved in a serious crime or accident (police report, showing student name, or medical report must be provided) 6. NMIT is unable to provide a pre-requisite unit. This may happen where a student has failed a substantial part of their course and cannot progress to the next stage
2.	Assess the request to defer or temporarily suspend studies	Assistant Manager	Where a student will take a break from studies but is not assessed as having compassionate or compelling circumstances the student must be withdrawn and advised to re-apply when ready to return to study.
3.	Approve or deny the request to defer or temporarily suspend studies	Assistant Manager	<p>Maximum period of deferment is one semester.</p> <p>For longer periods the student must be withdrawn and advised to re-apply when ready to return to study.</p>

	TASK	RESPONSIBILITY	NOTES
4.	Notify student of decision	Assistant Manager	<p>Notification must be in writing and sent to the student by either mail or email.</p> <p>Also provide the following information in the written statement;</p> <ol style="list-style-type: none"> 1. that the student must contact NMIT before returning to studies, so that a new Confirmation of Enrolment can be issued. 2. that deferment, temporary suspension of enrolment may affect their student visa. 3. that the student should contact the DIAC office in his/her home country (if leaving Australia) and his/her original education agent (where applicable) before returning to Australia for information on how the deferral or temporary suspension may impact upon his/her visa. 4. Refer students to the <u>DIAC</u> website (www.immi.gov.au) or helpline (13 1881) for additional information. 5. That where the student has paid fees for the semester that they are due to return, no refund will be payable should the student not resume at NMIT.
5.	Notify DIAC/DEEWR, via PRISMS, that the enrolment has been deferred.	Office Manager	
6.	Update student file	Office Manager	Electronic file and paper file