

MITP08 Deferral, Suspension and Cancellation Policy

Quick Reference Guide

Purpose

This policy outlines how you can defer, suspend, or cancel your enrollment, and when the Institute may initiate suspension or cancellation. All decisions are made fairly and transparently with consideration of your wellbeing and individual circumstances.

Key Definitions

Deferral: Postponing your course start date before you begin studying.

Suspension: Taking a temporary break from your studies after you have started.

Cancellation (Withdrawal): Permanently ending your enrollment.

When You Can Defer or Suspend Your Enrollment

Requests are approved for compassionate or compelling circumstances including serious illness or injury (with medical certificate), mental health concerns, family health emergencies or bereavement, domestic violence or family crisis, birth or adoption of a child, major political upheaval or natural disaster in your home country, serious trauma supported by documentation, financial hardship, visa delays for international students, or when the Institute cannot offer required units. Standard duration is up to 6 months, with extensions assessed individually. You must provide supporting documentation and maintain contact during your suspension period.

Student-Initiated Deferral Process

- **Step 1 - Submit Application:** Complete the Application for Deferral Form (domestic or international version) with supporting documents. Submit to Student Administration.
- **Step 2 - Assessment:** Student Administration Manager reviews your request against compassionate/compelling criteria, considers cultural factors and individual circumstances, and verifies documentation within 5 working days.
- **Step 3 - Decision:** If approved, you receive written confirmation, a new Confirmation of Enrollment (CoE) if dates change, and connection to support services. If refused, you receive

written reasons and advice on appeal rights (20 working days). Decision made within 10 working days.

Student-Initiated Suspension Process

Follow the same process as deferral using the Leave of Absence Form. If approved, you will receive written confirmation, an updated CoE if needed, and a contact schedule during suspension. The Institute will maintain monthly contact during your suspension and support your re-entry when you return.

Student-Initiated Cancellation (Withdrawal)

- **Step 1 - Initial Processing:** Complete the Application for Withdrawal Form and participate in an exit interview. Discuss reasons for leaving and explore alternatives.
- **Step 2 - Financial Settlement:** Clear any outstanding fees, process refunds according to MITP10 Refund Policy, return Institute property, and collect personal belongings.
- **Step 3 - Administrative Completion:** For international students, PRISMS notification is made and your CoE is cancelled. You receive written confirmation, academic transcripts, and support service referrals. Re-entry information is provided if you wish to return in the future.

Institute-Initiated Suspension or Cancellation

The Institute may suspend or cancel your enrollment for misbehavior, non-payment of fees, breach of course progress or attendance requirements (international students), breach of visa conditions, providing false or misleading information, serious misconduct, or health and safety risks. Before any action, you will receive written Notice of Intention stating reasons, evidence, proposed action, your right to respond within 20 working days, and appeal rights through MITP07. You can provide a written response and supporting documents. Your enrollment is maintained during the appeals process unless your health/safety or others is at risk.

Important Points for International Students

All deferrals, suspensions, and cancellations are reported to PRISMS. You must seek advice from the Department of Home Affairs about potential visa impacts. Your CoE will be updated or cancelled as appropriate. During Institute-initiated action, you cannot access the campus or services if this creates

safety risks. You must maintain contact with Student Administration during approved suspension periods.

Your Rights During Institute-Initiated Action

You have 20 working days to respond to Notice of Intention, the right to provide written statements and supporting evidence, access to MITP07 Complaints and Appeals processes, enrollment maintained during internal appeals unless safety concerns exist, access to support services throughout the process, and culturally appropriate support for First Nations students.

Key Points to Remember

- **Before requesting deferral/suspension:** Gather supporting documentation, consider alternatives and support services, understand visa implications if international, check refund conditions.
- **During deferral/suspension:** Maintain contact with Student Administration, advise of any changes to contact details or circumstances, plan for your return to studies.
- **If the Institute initiates action:** Respond within the 20-day timeframe, provide all relevant evidence, seek support from Student Services, understand your appeal rights.

Timelines

Student requests acknowledged: 3 working days | Assessment and decision: 10 working days | Appeal response period: 20 working days | Maximum suspension duration: 6 months (extensions assessed individually)

Contact Information

Student Services Officer: 1300 244 002, academics@menzies.vic.edu.au

Related Policies

MITP07 Complaints and Appeals | MITP10 Refund Policy | MITP01 Attendance Monitoring | MITP02 Course Progress | MITP03 Student Fees and Payments

This is a summary only. The complete policy is available from Student Services or our website. Last Updated: November 2025