

Deferral, Withdrawal, Suspension and Cancellation

POLICY

Deferral

A student is permitted to defer or suspend enrolment in a program for no more than six months.

Le Cordon Bleu Australia programs have defined structures and are intended to be undertaken continuously to completion.

Unforeseen circumstances may necessitate temporary interruption to a student's study. To accommodate any such occurrence a student may apply to the Academic Director for Deferral from a program for from three to six months.

Where a student requires an absence of more than six months they must withdraw from the program.

Withdrawal

Any student who wishes to discontinue their studies is free to do so, but there is no obligation on the part of Le Cordon Bleu Australia to reinstate any student who has withdrawn.

A student who has withdrawn may reapply at a later date, subject to any relevant immigration restrictions that may apply. Any such re-application will be considered through the normal application processes.

Suspension and Cancellation

A student may have their enrolment suspended or cancelled as a result of unsatisfactory academic progress, persistent poor attendance, academic misconduct, non-payment of fees, or inappropriate behaviour.

The conditions for suspension or cancellation of enrolment are addressed in the Academic Progress policy, Academic Misconduct policy and Student Behaviour and Termination policy.

PROCEDURES

Deferral

A student must apply for deferral on the appropriate form, which must be lodged with Le Cordon Bleu Australia.

The Academic Director will consider the application, consulting the Program Manager as required and taking account of the student's academic progress.

All decisions about students holding student visas will be taken in line with Department of Immigration and Citizenship (DIAC) guidelines.

The student will be advised of the Academic Director's decision in writing and a record will be kept on the student's file.

Withdrawal

A student must inform the Student Services Manager of Le Cordon Bleu Australia in writing of their intention to discontinue their studies, using the appropriate form.

Where a student withdraws from a program Le Cordon Bleu Australia will annotate the student's record accordingly:

- Withdrawn – Failed or
- Withdrawn – Not Failed

(See Results and Grading policy)

Suspension and Cancellation

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