

Deferral, Withdrawal, Suspension and Cancellation Policy

DEFINITIONS

Deferral

Deferral means postponement of enrolment in, or the continuation of, a program of study for a period of time, initiated by the student.

Withdrawal

Withdrawal occurs when discontinuation of a program of study in which the student is enrolled is initiated by the student.

Suspension

This is a period of time during which Le Cordon Bleu Australia (LCBA) does not permit a student to continue or participate in his or her program of study.

Cancellation

Cancellation is termination of a student's enrolment by LCBA.

Policy

1. Deferral: Le Cordon Bleu Australia (LCBA) programs have defined structures and it is intended that each program will be undertaken continuously to completion. However, LCBA recognises that unforeseen circumstances may necessitate temporary interruption to a student's study. In these cases students may be permitted to defer their program of study.
2. Withdrawal: Students who wish to withdraw from their program of study may do so, within the conditions specified below. LCBA reserves the right not to reinstate any student who has withdrawn.
3. Suspension and cancellation: A student may have his or her enrolment suspended or cancelled by LCBA in defined circumstances.
4. Student visa holders: The deferral, withdrawal, suspension or cancellation of enrolment for student visa holders will comply with the requirements of the ESOS framework.

Details and Procedure

1. **Deferral: LCBA programs have defined structures and it is intended that each program will be undertaken continuously to completion. However, LCBA recognises that unforeseen circumstances may necessitate temporary interruption to a student's study. In these cases students may be permitted to defer their program of study.**
 - 1.1 Students may defer their studies in an entire qualification or study period, but not individual units of competency. For information about **fee credits** please refer to the fees policy.
 - 1.2 Students should apply to defer their studies in writing to the Registrar, LCBA, by completing the 'Leave of Absence, Deferral and Withdrawal' form. The Registrar will consider the application, consulting the Academic Director (or delegate) or Program Manager as required.
 - 1.3 LCBA will advise the student of the Registrar's decision in writing and a record will be kept on the student's file.
 - 1.4 The period of time for which a student will be permitted to defer their studies is 3 to 6 months.
 - 1.5 Where a student requires an absence of more than 6 months he or she must withdraw from the program.
 - 1.6 Student visa holders are not permitted to defer their study except in compassionate and compelling circumstances, supported by documentation. LCBA will notify DIAC of students who defer their study.
2. **Withdrawal: Students who wish to withdraw from their program of study may do so, within the conditions specified below. LCBA reserves the right not to reinstate any student who has withdrawn.**
 - 2.1 Students must inform the Registrar, LCBA, in writing of their intention to discontinue their studies at least 28 days prior to the intended date of withdrawal.
 - 2.2 Students may only withdraw from an entire qualification or program of study.
 - 2.3 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.
 - 2.4 Where a student is readmitted to an LCB program his or her course duration may be affected by the student's previously completed study. DIAC will be advised of any change to course duration.

2.5 Where a student withdraws from a LCBA program he or she will be resulted as:

- Withdrawn – Failed; or
- Withdrawn – Not Failed.

(See the Results and Conferral of Awards Policy.)

2.6 LCBA will notify DIAC of student visa holders who withdraw from their program of study.

3. Suspension and cancellation: A student may have his or her enrolment suspended or cancelled by LCBA in defined circumstances.

3.1 LCBA may suspend or cancel a student's enrolment in the following circumstances:

- A student is found guilty of misconduct.
(See the Student Behaviour and Termination Policy)
- A student is found guilty of academic misconduct.
(See the Academic Misconduct Policy.)
- A student is absent without approval for the first two weeks of a study period.
(See the Attendance Policy.)
- A student has unsatisfactory academic progress.
(See the Academic Progress Policy.)
- A student visa holder has not met attendance requirements due to compassionate or compelling circumstances.
(See the Attendance Policy.)

3.2 Students will be advised in writing of LCBA's intention to cancel or suspend their enrolment. Students may appeal this decision.
(See the General Appeals Policy, Academic Appeals Policy.)

3.3 Student visa holders whose enrolment is suspended or cancelled will be reported to DIAC.