



Document: Leave and Deferral Policy & Procedures		
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Contents

Contents

Contents	1
Overview:	2
Policy:	2
Procedures:	3
Legal Framework:	4

Overview:

The Leave and Deferral Policy & Procedure for International Students at WIN College has been developed to provide international students with clear guidelines and processes for requesting leaves of absence and deferrals from their academic programs. This policy aims to support international students in managing unforeseen personal, medical, or other circumstances while ensuring compliance with relevant regulations and maintaining the integrity of academic programs.

Policy:

WIN College is committed to supporting the academic success and well-being of its international students.

Students may apply for deferral of enrolment in the following circumstances:

- Visa delays
- Delayed commencement of prior studies
- Financial reasons
- Compassionate and compelling circumstances
- Illness or disability
- Major political upheaval or natural disaster
- A traumatic experience

This policy outlines the procedures and criteria for requesting leaves of absence and deferrals from academic programs for international students.

1. Leave of Absence:

1.1. Short-Term Leave: International students may request a short-term leave of absence for personal, medical, or other reasons that require temporary absence from their studies for up to 6 weeks. Requests for short-term leave must be submitted to Student Services no later than Friday of Week 1 of the relevant Block and for off-shore students no later than Friday of Week 2. Leave may be granted based on individual circumstances and approval by the college.

1.2. Long-Term Leave:

International students seeking a leave of absence for longer than 6 weeks, up to 6 months, must formally apply for a long-term leave of absence. Such requests should be submitted to Student Services, and approval will be granted based on compelling reasons, including medical issues, family emergencies, or exceptional circumstances. Long-term leaves are subject to college policies and may affect visa status and financial obligations.

2. Deferral of Study:

2.1. Deferral Request: A deferral of study refers to the postponement of an international student's academic program for a specified period, usually 12 weeks or more. International students may apply for a deferral of study under the following circumstances:

- a. Serious medical issues that prevent the student from continuing their studies.
- b. Compassionate or family-related reasons that require the student's absence from their studies for an extended period.

c. Exceptional circumstances approved by the college.

Procedures:

1.0 Deferral Application Process:

1. International students wishing to defer their studies must formally apply by submitting a Deferral Request Form to Student Services.

The form must include relevant documentation, such as medical certificates or other supporting evidence.

- 1.1. Deferral Approval:
 - 1.2. Approval of deferral requests is at the discretion of the college and will be granted based on the merits of each individual case. Students granted a deferral of study will receive guidance on the process for re-enrolment when they are ready to return.
2. All requests for deferral of enrolment will be considered by the Manager Student Services and assessment will be completed in two (2) working days.
 3. The outcome of the decision to either grant or deny the request for deferral of enrolment will be provided by the Manager Student Services to the student in writing immediately

2.0 Visa and Financial Implications:

2.1. International students should be aware that leaves of absence and deferrals may have implications for their student visa status, including visa extensions or changes. It is the responsibility of the student to consult with Student Services and the Australian Department of Home Affairs regarding visa requirements.

2.2 Students are advised that fees will apply for deferral.

- If the deferral request is received before the start of the course, student must pay a \$200 deferral fee.
- If the deferral request is received during the first study period (2 blocks), but before the start of the second study period, the student must pay \$600.
- If the deferral request is received after the second study period, the tuition fee for one study period will be charged as the deferral fee

2.3. Students should also be aware that their financial obligations, including tuition fees and scholarships, may be affected by leaves of absence and deferrals. It is essential to communicate with the college to understand any financial consequences.

2.4 Students whose deferral application is approved must be advised in writing by the Manager Student Services that deferral may impact their student visa. A new CoE will be issued (where applicable) upon acceptance of the new offer.

2.5 Students whose deferral application is not approved (late submission or already been granted a previous deferral) will have the current CoE cancelled unless the student enrolls in accordance with the original offer

3. Appeal Process:

3.1. International students have the right to appeal decisions related to leaves of absence and deferrals. Information about the appeal process can be obtained from Student Services or the WIN College Student Handbook.

4. Confidentiality:

All requests for leaves of absence and deferrals will be handled with the utmost confidentiality, and personal information will be protected in accordance with privacy laws and college policies.

6. Review and Revision:

This policy will be periodically reviewed and updated to ensure alignment with changing regulations and best practices.

Legal Framework:

The Education Services for Overseas Students (ESOS) Act 2000.

National Code of Practice for Providers of Education and Training to Overseas Students.

The visa subclass under which international students study in Australia has specific regulations regarding attendance, course completion, and compliance. Changes to enrolment, such as leaves and deferrals, can impact visa status and require adherence to Department of Home Affairs regulations.

Privacy Act 1988.

Letter of Offer and Student Agreement.