

# DEFERRING, SUSPENDING OR CANCELLING INTERNATIONAL STUDENT'S ENROLMENT PROCEDURE

Reference: PRO-013  
Status: Active  
Classification: Academic  
Approved Date:  
Review Date: Sept 2025  
Page: 1 of 4

<b>Procedure</b>	<ol style="list-style-type: none"><li><b>1. General</b><ol style="list-style-type: none"><li>1.1. This procedure sets out the steps for deferring, suspending or cancelling an international student's enrolment at BPP Institute.</li></ol></li><li><b>2. Student Initiated Deferral</b><ol style="list-style-type: none"><li>2.1. Students wishing to defer their start date will inform the Admissions Department of their intentions via email. The Admissions Department will follow the operating procedure below:<ol style="list-style-type: none"><li>a. Student's current enrolment is cancelled</li><li>b. A new proposal/offer letter is created for the new start date</li><li>c. Student's CoE is cancelled</li></ol></li><li>2.2. The steps for the reporting of CoE cancellation for non-commencement are:<ol style="list-style-type: none"><li>a. All non-commenced students have their CoE's cancelled by admissions staff on the Thursday of week 2 of each study period for undergraduate courses, and Thursday of week 4 of each study period for graduate courses.</li><li>b. A cancelled CoE report is generated from PRISMS on the Friday morning of week 2 for undergraduate courses and week 4 for graduate courses. This is compared to a starters report from TEAMS for final verification.</li><li>c. Director of Admissions reports on cancelled CoE's to the CEO.</li></ol></li></ol></li><li><b>3. Student Initiated Suspension or Cancellation from Studies</b><ol style="list-style-type: none"><li>3.1. Students wishing to temporarily suspend or cancel their studies may email or telephone the Admissions Department and advise their intention; however, they must complete the applicable form as soon as possible:<ol style="list-style-type: none"><li>a. Students must fill out the Enrolment Variation Application Form for a suspension request, or the Withdrawal Application Form for withdrawals. The forms are available on the BPP Institute website at: <a href="https://cic.vic.edu.au/forms/">https://cic.vic.edu.au/forms/</a> and from the Admissions Department.</li><li>b. The processing procedure includes:<ul style="list-style-type: none"><li>• On receipt of the completed Enrolment Variation Application Form the Admissions Department will assess the case and evaluate any supporting evidence, taking into account tuition fees, the current attendance and academic progress of the applicant.</li></ul></li></ol></li></ol></li></ol>
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Page: 2 of 4

- Students are required upon request to meet with the Admissions Department to discuss their application of suspension or cancellation.
- If a student advises BPP Institute that they no longer wish to remain enrolled in their course of study and want to return home, the Admissions Department will review the evidence supporting the withdrawal which may include airline tickets to confirm the student is returning home.
- The Admissions Department will advise students in writing of the outcome of the application within 10 working days.
- The written advice will inform students that any temporary suspension of enrolment will be a change of enrolment at BPP Institute. This may affect the validity of the student's visa and students are advised to seek advice from the Department of Home Affairs (DoHA) on the potential impact on their student visa.
- If the request is denied the student will be advised of their right to appeal the decision in accordance with the Student Complaints and Appeals Policy within 20 working days. The student will also be advised that the suspension or cancellation of their enrolment, under Standard 9.3 of the National Code 2018, cannot take effect until the internal appeals process is completed, unless the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.
- When a request has been successful, an updated confirmation of enrolment and written agreement will be provided to the student by the Admissions Department to reflect the new duration of the student's enrolment.
- All correspondence and documentary evidence, including the application with supporting evidence will be recorded in the student's file on the Student Management System by the Admissions Department.
- The Admissions Department will also under section 19 of the ESOS Act notify the Secretary of Department of Education and Training (DET) of the student default via PRISMS within 31 days.

#### 4. BPP Institute Initiated Suspension or Cancellation

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Page: 3 of 4

	<p>4.1. If BPP Institute intends suspending or cancelling the student's enrolment where it is not at the student's request:</p> <ol style="list-style-type: none"> <li>a. The student will be informed in writing.</li> <li>b. The student will have 20 working days after being notified of the intention to suspend or cancel, to lodge an appeal of the decision. Refer to the Student Complaints and Appeals Policy and Procedure.</li> <li>c. The student will also be advised that the suspension or cancellation of their enrolment under Standard 9.3 of the National Code 2018 cannot take effect until the internal appeals process is completed, unless the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.</li> <li>d. If the appeal is not upheld, or the student withdraws from the appeal process, BPP Institute will report the student to the Secretary of DET via PRISMS within 31 days of the date of the appeal not being granted or the student withdrawing from the appeals process.</li> <li>e. All correspondence and documentary evidence, including the application with supporting evidence will be recorded in the student's file on the Student Management System by the Admissions Department.</li> </ol> <p>A student suspension due to BPP Institute being unable to offer a core unit in a particular study period will be treated as a suspension of studies and the suspension of studies procedure will apply.</p>
<p><b>Related Documents</b></p>	<p>Attendance and Academic Progress Policy Attendance and Academic Progress Procedure Enrolment Variation Application Form Deferring, Suspending or Cancelling International Student's Enrolment Policy Fees, Charges and Refunds Policy Fees, Charges and Refunds Procedure Student Academic Integrity and Misconduct Policy Student Academic Integrity and Misconduct Procedure Student Appeals Form Student Code of Conduct Policy Student Complaints Form Student Complaints and Appeals Policy Student Complaints and Appeals Procedure Transfer Between Registered Providers Policy Transfer Between Registered Providers Procedure</p>

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Page: 4 of 4

## *For Administrative Use Only*

<b>Responsible Officer</b>	Dean
<b>Contact Officer/s</b>	Dean
<b>Approved by</b>	Chief Executive Officer
<b>Definitions</b>	See BPP Institute's <a href="#">Glossary of Terms and Acronyms</a>

## *Version History*

<b>Version No.</b>	<b>Approval Date</b>	<b>Amendment/s</b>
1.	May 2025	First iteration <ul style="list-style-type: none"><li>• For BPP Institute</li></ul>

