

DEFERRING, SUSPENDING OR CANCELLING INTERNATIONAL STUDENT'S ENROLMENT POLICY

Reference: POL-013
Status: Active
Classification: Academic
Approved Date:
Review Date: April 2026
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Purpose	The purpose of this policy is to outline the circumstances at BPP Institute in which international students' enrolment can be deferred, suspended or cancelled. This policy has been developed in accordance with the <i>Education Services for Overseas Students Act 2000</i> (ESOS Act) and Standard 9 of the <i>National Code of Practice for Providers of Education and Training Services to Overseas Students 2018</i> (National Code 2018).
Scope	This policy applies to all prospective and current international students.
Policy Principles	<ol style="list-style-type: none">1. Student Initiated Deferral, Suspension of Studies or Cancellation of Studies<ol style="list-style-type: none">1.1. BPP Institute will only grant a deferment of commencement of studies or temporary suspension of studies if there are compassionate or compelling circumstances which BPP Institute recognises as necessitating temporary interruption to a student's study.1.2. Applicants must notify BPP Institute in writing prior to the study period start date, unless there are extenuating circumstances. For example, where a student was not able to contact BPP Institute as a result of an accident or injury, or was required to return home at short notice for urgent medical attention and was unable to seek a deferral or suspension before returning home. In such circumstances BPP Institute will carry forward any prepaid tuition fees to the study period that the student returns to.1.3. Students may apply to cancel their studies at any time. However, applications for cancellation within six months of commencement of the course may be denied or a release refused by BPP Institute in accordance with the Transfer Between Registered Providers Policy.1.4. Active cessation of studies:<ol style="list-style-type: none">a. a student may advise BPP Institute of cessation of their studies in writing.1.5. Inactive cessation of studies:<ol style="list-style-type: none">a. a student will be deemed to have advised BPP Institute of cessation of their studies where they do not return after a holiday break, suspension or deferment, or fails to enrol in any subject for a compulsory study period.2. BPP Institute Initiated Suspension or Cancellation of Studies<ol style="list-style-type: none">2.1. BPP Institute may initiate a suspension of studies or cancellation of enrolment for a student on the grounds of:<ol style="list-style-type: none">a. failure to pay course fees by invoice date; or

	<p>b. misbehaviour by the student as detailed in the Student Code of Conduct Policy; or</p> <p>c. non-engagement in studies in the student's first study period as defined by BPP Institute as little or no record of attendance and assessment submission throughout the study period; and</p> <p>d. unsatisfactory course progress as per the Attendance and Academic Progress Policy.</p> <p>2.2. BPP Institute may also initiate a suspension of studies for a student in circumstances where BPP Institute is unable to offer a core unit of study in a particular study period.</p> <p>3. Conditions of Deferral or Suspension of Enrolment</p> <p>3.1. Students can temporarily defer their enrolment for a period of one study period.</p> <p>3.2. A student enrolment may also be temporarily suspended for one study period. Applications for a lengthier deferral or suspension period will be considered and granted in exceptional circumstances and only if BPP Institute decides there are compassionate and compelling circumstances to warrant it.</p> <p>3.3. A student applying for a deferral or suspension of enrolment for any length of time is advised to seek advice from the Department of Home Affairs (DoHA) on the potential impact on their student visa.</p> <p>4. Appeals</p> <p>4.1. If a student's request for deferral or suspension of studies is denied by BPP Institute, or if the student disagrees with BPP Institute's decision to suspend or cancel their enrolment, the student may appeal the decision in accordance with the Student Complaints and Appeals Policy.</p> <p>5. Refund of Fees</p> <p>5.1. If a student's application for cancellation of studies is approved, the Fees, Charges and Refund Policy will apply.</p> <p>6. Reporting</p> <p>6.1. In accordance with section 19 of the ESOS Act, BPP Institute will inform via PRISMS of any student deferral, suspension or cancellation.</p>
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Related Documents	Attendance and Academic Progress Policy Attendance and Academic Progress Procedure Deferring, Suspending or Cancelling International Student's Enrolment Procedure Enrolment Variation Application Form 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
<i>For Administrative Use Only</i>	
Responsible Officer	Chief Executive Officer
Contact Officer/s	Chief Executive Officer Director of Admissions
Approved by	Board of Directors
Definitions	See BPP Institute's Glossary of Terms and Acronyms

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