



TAFE INTERNATIONAL WESTERN AUSTRALIA

DEFERRAL, SUSPENSION OR CANCELLATION POLICY

Your enrolment can be deferred or temporarily suspended for compassionate grounds or exceptional circumstances, such as:

- > severe medical illness to you or a member of your family;
- > death in your family;
- > medical condition while undertaking your studies including pregnancy; or
- > a natural disaster which affects you or your family.

Prior to lodging your application to defer it is recommended you contact the Department of Home Affairs to discuss how this may impact your visa. Should you decide to proceed you must complete the application to defer which can be found at tafeinternational.wa.edu.au/defer-form. Once completed, email your application to admissions.tiwa@dtwd.wa.gov.au.

The application must detail your reason(s) for requesting to defer or suspend your studies and include evidence to support your request.

If you are under 18 years of age you must provide written support from your parent or legal guardian to support your application.

When a deferral or temporary suspension is approved, you will be advised in writing of the deferral period and your new commencement date. The Department of Home Affairs will be informed of the change relating to your course of study, that may affect your visa status.

Please note

Deferral of your enrolment may result in an increase in tuition, resource and material fees. If you defer your enrolment, you will be required to pay the fees that apply at your new commencement date. Confirmation of enrolments (CoEs) for the revised period will not be issued until all additional fees and charges are paid in full.

If the deferral or temporary suspension is refused, you will be advised in writing and will have 20 working days to lodge an appeal. To view TIWA's *International student complaints and appeals policy*, go to tafeinternational.wa.edu.au/Documents/policy-complaints-appeals.pdf

TIWA suspending or cancelling your enrolment

Your enrolment can be suspended or cancelled if you have breached the TAFE college or TIWA's *International Student Code of Conduct*. For further information please go to tafeinternational.wa.edu.au/codeofconduct.

Suspensions and cancellations will be executed by TIWA after considering all the evidence presented. Depending on the breach you may be excluded from classes during this time.

You will be notified in writing of the decision to suspend or cancel your enrolment and advised that you have 20 working days to access TIWA's appeals process. For further information refer to tafeinternational.wa.edu.au/Documents/fact-sheet-complaints-appeals.pdf.

- > If the decision is to suspend or cancel your enrolment TIWA must inform the Department of Home Affairs of the change of circumstances relating to your course of study. This may affect your visa status.
- > If your appeal is successful and the decision is not to suspend or cancel your enrolment, your TAFE college will place you on an intervention strategy to ensure the behaviour/breach is not repeated.
- > You will be counselled as to the consequences of a suspension or cancellation of enrolment should the issue continue.

TAFE International Western Australia (TIWA) is the Registered Training Organisation (RTO) and Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider for the delivery of courses to international students for vocational education and training (VET) in Western Australia (WA). VET courses are delivered by a WA TAFE college on behalf of TIWA, who ensure the quality of training and assessment delivered by the college and the issuance of certification.

TAFE International Western Australia, East Perth TAFE Campus, Building B, Level 2, 140 Royal Street, East Perth WA 6004

tafeinternational.wa.edu.au | +61 8 9218 2100 | RTO provider number 52395 | CRICOS provider code 00020G | Issue date: March 2020 Version 1.2