

Deferment and Leave of Absence Policy and Procedure

1. Purpose of the policy

1.1 This policy covers ICAN Learn's procedures for the management of Deferment and Leave of Absence applications from students.

2. Deferment and Leave of Absence Policy

2.1 ICAN Learn's management and staff are committed to implementing policies and procedures for fair and equitable application for deferment and leave of absence of all ICAN Learn courses of study

2.2 The deferment and leave of absence policy sets out the:

- i. definitions of leave,
- ii. frequency,
- iii. period of absence, and
- iv. the allowable circumstances/compassionate grounds that would apply to the granting of leave to any student enrolled in ICAN Learn courses of study.

3. Application of the policy

3.1 This Policy applies to ICAN Learn Management and all casual, part time and full time teaching staff.

3.2 This policy applies to students enrolled in ICAN Learn higher education training courses.

4. Commencement of the policy

4.1 This Policy will commence from 1st January, 2017

5. Policy review

5.1 This policy will be reviewed annually from the time of commencement

6. DEFINITIONS:

6.1 **Deferment:** to formally delay commencement or completion of the course with intent to recommence study to complete content at an agreed future date.

6.2 **Enrolment:** to engage in a contract with the RTO and undertake procedures as outlined by the RTO to engage in a course of study.

6.2.1 Enrolment is an agreement to engage, commit to attending and completing a course and pay for the service.

- 6.3 Census:** refers to the cut-off date for withdrawal from a course without financial penalty. Following the census date, a student is liable for the cost incurred through enrolment.
- 6.4 Compassionate or Compelling circumstances:** are circumstances beyond the student's control that have caused a change in the student's situation and capacity to complete or pay for the course fee.
- 6.5 Compassionate or compelling circumstances are:**
1. outside of your control
 2. impact on your ability to study, and
 3. are documented by evidence.
- 6.5.1** Compassionate and compelling circumstances that may require you to take a Leave of Absence
- 6.6 Offer:** is an offer made by the RTO to enter an enrolment contract
- 6.7 Leave of Absence:** refers to a period of time during which the student does not engage in study or course participation but remains enrolled.
- 6.7.1** The student arranges this leave of absence with the course coordinator / education manager, and engages in a plan for return.
- 6.7.2** Leave of Absence is usually approved for one semester at a time. If further leave of absence is required, you may apply with additional up-to-date evidence.
- 6.7.3** Leave of Absence or reduced study load applications should include a personal statement detailing the reasons for the application and your plans during the leave period, for example, whether you will return to your home country or remain in Australia.
- 6.8** All evidence relating to applications for leave of absence or reduced study load must be originals or certified copies and be in English or have a certified English translation.

7 Reasons that may not be approved

- 7.1** Reasons leave of absence / reduced study load may **not** be approved include but are not limited to:
- i. financial hardship
 - ii. program not what expected
 - iii. work commitment
 - iv. travelling overseas
 - v. minor medical illness or condition.

8. Reasons that may be approved

- 8.1** Compassionate or compelling circumstances are:
1. outside of your control
 2. impact on your ability to study, and
 3. are documented by evidence.

9. Deferment Policy

- 9.1** ICAN Learn will assist a student to defer course commencement, should circumstances change for the student which restricts their ability to commence or complete a course in which the student is enrolled.
- 9.2** The deferment period will be no more than 12 months, and the student needs to request deferment in writing to the course coordinator/ education manager.

10. Deferment Procedures

10.1 Pre Census

10.1.1 the student will apply in writing to the course coordinator/ education manager to defer and provide a reason for this deferment.

10.1.2 fees will not be charged for deferment prior to census.

10.2 Post Census

10.2.1 the student will apply in writing to the course coordinator/ education manager to defer and provide a reason for this deferment

10.2.2 fees will be charged post census

11. Leave of Absence from study on compassionate or compelling situation Policy

11.1 Compassionate and compelling circumstances that may require you to take a Leave of Absence or Reduced Enrolment Load include, but are not limited to:

11.1.1 Illness or injury

If you are ill, you must supply a medical certificate which must:

1. be from the registered health practitioner who is treating your condition, and
2. include the dates of consultation, the medical condition, impact of the condition on your ability to study, recommendation for a reduced study load or break from study, and treatment plan.

11.1.2 If you have a close family member who is ill, you must supply evidence of your relationship to them (eg. birth certificate(s), passport, family record book, etc.) as well as evidence of the illness from a Doctor or hospital.

11.2 Bereavement of close family members

11.2.1 Evidence required: death certificate and evidence of relationship.

11.3 Permanent or temporary disability

11.3.1 Evidence required: letter from General Practitioner recommending a reduced study load or a break from study.

11.4 Incident or issue causing distress to student

11.4.1 Incident or issue causing distress to student impacting on their capacity for study (eg. political upheaval in home country, natural disaster in home country, involvement in a serious accident, witnessing or being the victim of a serious crime or critical incident).

11.4.2 Evidence required (as appropriate): media reports of civil war/significant political unrest or natural disaster plus evidence of student's residency in the specific affected area; police report; letter from psychologist that includes the dates of consultation, the outcome of the assessment, the impact on the student's ability to study, the recommendation for a reduced study load or break from study, and treatment plan.

112. Other Circumstances

12.1 Evidence required: Any relevant certified document attesting that the situation is outside the student's control and affects their ability to study.