

International Screen Academy Pty Ltd.

Trading as:

Sydney Actors School

Sydney Film School

WATERLOOSTUDIOS



SYDNEY
ACTORS
SCHOOL



SYDNEY
FILM
SCHOOL

STUDENT & COURSE VARIATION OR WITHDRAWAL

Reference:

**National Code Standard 9
Deferring, suspending or cancelling
the overseas student's enrolment**

VERSION HISTORY

Policy Owner:	Executive Chairman	Mr Simon Hunter
Document Management:	General Manager	Mr Ashley Curry
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V2.3	May 2019	Further customisation for ISA Pty Ltd
V2.2	August 2018	Customised for ISA Pty Ltd
V2.2	Jan 2018	Update to National Code 2018
V2.1	May 2017	Update to National Code 2017
V2.0	September 2016	Quality assurance check across documents with reference to ASQA fact sheets and ESOS Act changes & Explanatory guide
v1.0	July 2016	New standards for RTO's 2015

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DEFERRING, SUSPENDING, WITHDRAWAL

PURPOSE

International Screen Academy Pty Ltd (the School) course variation or withdrawal policy includes guidelines for Deferral, Leave of Absence, Change in Course, Change in Schedule, Withdrawal requests, Release requests, Change in Start Date and inactive students.

Students may, through formal agreement with their registered provider, be given permission to defer commencement, take a leave of absence or temporarily suspend their studies during the course. Such absences, however, may affect the student's visa status.

This policy also describes the limited circumstances in which students have the right to appeal the decision if deferral, suspension or cancellation of enrolment is initiated by The School.

The registered provider may also seek to cancel the student's enrolment in certain circumstances.

REFERENCES

NC Standard 9

Deferring, suspending or cancelling the overseas student's enrolment

IMPLEMENTATION

The **Executive Chairman** is ultimately responsible for the care of student welfare and compliance with visa conditions

The **General Manager** is responsible for day to day course and student administration and counselling for students. The General Manager will extract reports every term and refer to the Executive Chairman in relation to student study loads and requests for variations.

PROCESS

Course Variation Initiated by the School

Defer Commencement Date:

The School may defer the commencement of a course when it is not offered.

Suspension of Enrolment:

The School may suspend a student's enrolment in the following circumstances;

Student misconduct:

- i If the student gave false and misleading information upon application, the enrolment may be suspended while the school considers the consequences.
- ii Serious misconduct as outlined in the Student Handbook

Cancellation of Enrolment:

The School may cancel student's enrolment in the following circumstances;

- i Non-payment of outstanding fees
- ii Inconsistent course progress (e.g. continuous absence from scheduled course hours, consistent unsatisfactory course progress)
- iii Serious misconduct as outlined in the Student Handbook
- iv If a student is found to have provided false or misleading information, or documentation
- v New students who at the end of week 2 of classes have not completed orientation and enrolment, and have not received approval for a change in course or commencement date
- vi Continuing students who at the end of week 3 after 15 consecutive days absence in the compulsory study period (term) have not re-commenced the term and have not notified the School of a change in study plan.

Guidelines:

In cases where a student's enrolment has been suspended, deferred or cancelled by the school except in 1.3(v) and (vi) listed above, the student will be notified and given 20 working days to access The School's internal complaints and appeals process.

The School will notify the relevant department via PRISMS (Provider Registration and International Student Management System) only after all internal appeal processes then external appeals processes if activated by the student have been exhausted and the outcome is not in favour of the student.

COURSE VARIATION REQUESTED BY STUDENT

Change in Schedule:

The student must complete ADM_Change In Course/Start Date Request Form.

A student can request a change in schedule; however, it is subject to approval by the Executive Chairman or General Manager. Timetable/schedules cannot be changed in the middle of the subject. Students are discouraged from making Change in Schedule requests to accommodate work requirements - but they shall be approved where possible.

Change in Start Date:

The student must complete the ADM_Change In Course/Start Date Request Form.

Students, both onshore as well as offshore will be required to submit substantial proof for change in start date.

Once the approval has been granted, the start date change will be processed in the Student Management System and a new Offer Letter provided. Once the student accepts the new offer by submitting the signed contract the update will be made on PRISMS.

If the student wishes to start at a later date owing to medical reasons or if a visa has not been granted, he/she will not be charged any administration fees.

Change in Course:

The student must complete the ADM_Change In Course/Start Date Request Form. The change in Course is subject to approval by the CEO and/or General Manager

A student wishing to change course can do so provided accounts/fees are paid in full for the previous course and they satisfy the entry requirements for the new course.

The student must pay at least one term towards the new course.

Once the approval has been granted, the course change will be processed in the Student Management System and a new Offer Letter provided. Once the student accepts the new offer by submitting the signed contract the update will be made on PRISMS.

Current student – Deferral or Leave:

The student must complete the ADM_Student Deferral/Leave Form and submit substantial proof for a request for leave of absence.

Request needs to be made a minimum of 14 days before the leave start date. A shorter notice will be considered only in the event of compassionate or compelling reasons.

Leave of absence is subject to approval by the CEO/Executive Chairman and/or General Manager.

Leave of absence will be treated as deferral if the course end is going to be affected owing to the absence - 4 weeks or more of absence (not including school holidays).

Leave of absence will be treated as leave if the course end is not going to be affected - less than 4 weeks of absence not including school holidays.

If treated as deferral - CoE (Confirmation of Enrolment) through PRISMS will be changed and recorded on the Student Management System. If treated as leave it will be recorded on the Student Management System only.

Withdrawal from the course/Change in provider

Students can complete and submit ADM_Student Withdrawal Form to withdraw from their course of study. The supporting documents, for example a doctor's certificate, should be provided with the request.

As per the National Code, standard 7, registered providers are restricted from enrolling transferring students for the first six months from the commencement of the student's principal course of study. Therefore, students who wish to transfer to a different provider before completing six months of study at The School (the principal course), need to apply for a Release Letter.

Students need to follow the process as outlined in the Student Transfer provider Policy.

Inactive Students Returning to Study

An inactive student is a former student previously enrolled at The School who has withdrawn through application or by failure to attend or failure to re-commence in a compulsory study period.

Process for returning to study;

- i An inactive student submits a completed Return to Study form.
- ii A check is performed to ensure that there are no outstanding fees from the Inactive student. Inactive students requesting to return to the School will not be accepted where previous tuition fees remain outstanding.
- iii A determination is made as whether the Inactive Student's originally offered course is current:
 - a. Where the Inactive student's course is current, the Inactive Student will be provided with a new Offer Letter detailing the duration remaining to complete the course. Once the student accepts the new offer by submitting the signed contract the update will be made on PRISMS.
 - b. Where the Inactive Student's course has expired or is to expire before the student can complete, the student will be contacted and offered an equivalent course where available.