



**MECHANICAL INSTITUTE OF  
TRAINING AND TECHNOLOGY**

## **DOMESTIC DEFERRAL OF COMMENCEMENT, SUSPENSION OF STUDIES CANCELLATION OF ENROLMENT POLICY & PROCEDURE**

### **RESPONSIBLE for:**

**Ensuring Compliance:** Chief Executive Officer/ Quality Management Committee

**Directly Responsible:** The Course Coordinator is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements. The training coordinator is also responsible for ensuring that the changes are documented on VETtrak

**Adhering to Policy:** All Mechanical Institute of Training and Technology Personnel

### **GOVERNING STANDARDS**

The standards that govern this Policy and Procedure are:

- the Standards for RTOs 2015 : Standard 1 : Clause 1

### **PURPOSE**

The purpose of this Policy is to provide an understanding to the student for deferring the commencement of studies, canceling or temporarily suspending studies.

This procedure only applies to domestic students.

### **Definitions**

*Deferment* The postponement of the course commencement date by a student who has accepted a place into that course.

*Suspension* The enrolment of a student in their program of study is suspended for a period of time, after which time the student may recommence study. Except in exceptional circumstances the maximum period of suspension granted will be no longer than one term (10 weeks of study)

*Cancellation* Enrolment is cancelled or withdrawn. Student must re apply for program if they wish to continue study. Cancellation is College initiated

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Document Name	Domestic Deferral, Suspension And Cancellation Policy And Procedure.Docx	Company name	MITT	Issued:	May 2019	Ver 3
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*Withdrawal*

The withdrawal from the course by a student

*Student Misbehavior*

- 1) Where a student has failed to attend classes for 3 consecutive days without prior approval, or without a medical certificate from a registered medical practitioner.
- 2) Where a student has found to be cheating/plagiarizing as identified in Student Code of Conduct, under "Course Study Conduct".
- 3) Where fees, in excess of \$500, are due and payable by a student for more than 14 days; or where any amount payable under a fee agreement remains outstanding for more than 14 days.
- 4) Swearing, fighting, aggressive behaviour and abusive language, whether to other students, staff members, or any other person at the MITT premises.
- 5) Conduct that is discriminatory and /or threatening on the basis of religion, culture, race, sexual differences, age, disability, or socio-economic status, whether to other students, staff members, or any other person at the MITT premises.

**Process**

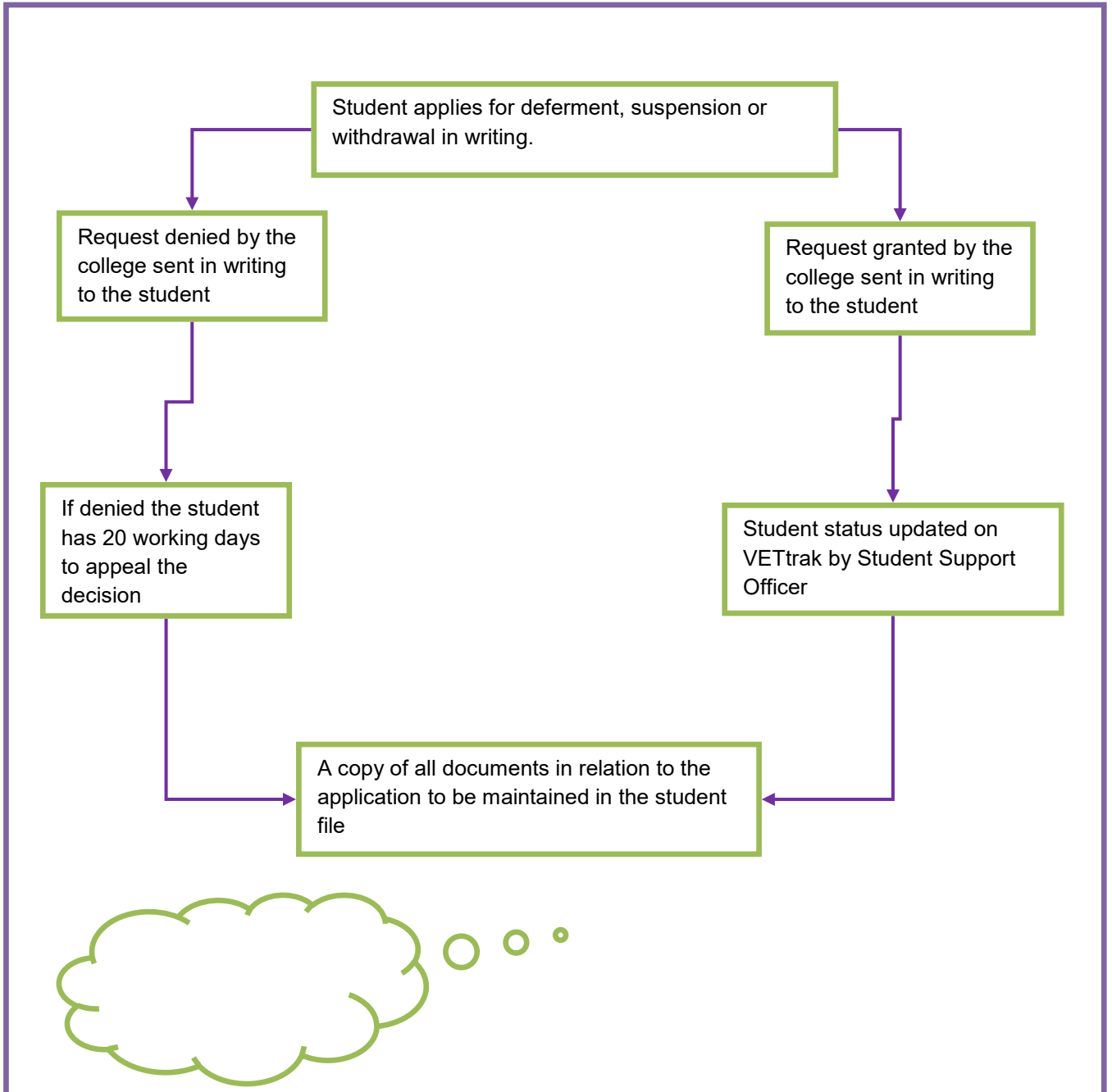
1. Students wishing to defer the commencement of studies, or withdraw or temporarily suspend their studies should apply to do so in writing to MITT. Where it is impractical to do so, the student may email, fax or telephone MITT and advice of their intention to defer, cancel or suspend their studies. If the notification is by telephone, the student should confirm the request in writing as soon as possible after the telephone notification
2. Students should fill out the student request form available on MITT's website <http://www.mitt.vic.edu.au> and on request with the Course Coordinator/ Student Support Officer at MITT office
3. MITT will grant a deferral of commencement of studies, temporary suspension of studies (for a period of no more than 10 weeks) or a withdrawal if requested by a student , or as a result of student misbehavior.
4. MITT cannot guarantee that a student will be able to join the same group once the deferral or temporary suspension has been completed.
5. Students will be informed in writing that the deferral of studies, the suspension of studies or the withdrawal form of studies have been granted or not.
6. If MITT intends suspending or cancelling the student's enrolment, where it is not at the student's request, the student must, and will be, informed they have 20 working days from the (date after 2 days of issuance) to access MITT's Complaints and Appeals process. If the complaint and/or appeal are not upheld, or the student withdraws from the Complaint and /or the Appeals process, then MITT must proceed in accordance with the policy. The suspension or cancelling of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating the student's welfare.
7. In circumstances where a student is to be cancelled for non-attendance, the student will be sent a warning letter, outlining that MITT intends on cancelling their enrolment if they do not respond within three weeks.
8. In circumstances where the student has been provided an opportunity to re-sit an assessment but the student is still assessed as NYC or NS there may be no further opportunities provided to the student and the student may have to withdraw from the course.

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9. If the student is not contactable over a three week period of the course it is considered as indirect cancellation of enrolment.
10. All the documents as a result of the request should be placed in the student file and notes made on VETtrak

## MITT SUSPENSION/ DEFERMENT/ WITHDRAWAL PROCEDURE



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## MITT FOR SUSPENSION/DEFERMENT/CANCELLATION PROCEDURE MITT INITIATED

Course coordinator sends out a letter informing why MITT has decided to suspend or cancel the student.

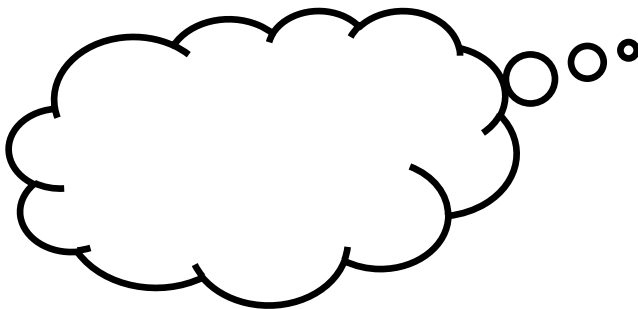
(Note: The letter should mention that the student has 20 working days to appeal and a copy of the letter to be placed on the student file)

If the student appeals within 20 working days and the appeals is upheld

- *The student should be provided in writing the outcome of the appeal.*
- *A copy of the student appeal and its outcome must be placed in the student file*

If the student does not appeal or if his/her appeal is not upheld the student's enrolment is cancelled on VETtrak and the student sent the information in writing

A copy of all documents in relation to the suspension/deferment/cancellation should be placed in the student file



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