

Ardor College is the trading name of

Paraskevi International Pty Ltd

ABN81 128 521 193 | RTO31811

[www.ardor.edu.au](http://www.ardor.edu.au)



# Deferral, Suspension, and Cancellation of a Students' Enrolment Policy and Procedure

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## Version Control

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## 1. Scope

This policy applies to all students enrolled with Ardor College's courses of study and outlines the process for assessing and documenting requests for deferral, suspension or cancellation of studies.

## 2. Policy

A copy of this policy is available to on the Ardor College website for all students to access order to inform the basis on which applications for deferral, suspension or cancellation of studies will be assessed. This policy also outlines the circumstances in which Ardor College initiated suspension or cancellation of a student's enrolment will be managed.

Attendance monitoring will not be conducted during approved deferred or suspended periods of a student's enrolment.

## 3. Definitions

**Deferral:** Application for a deferral is when a student makes the decision to postpone or put off their course BEFORE it commences

**Suspension:** Suspension applies when a student needs to put their studies on hold DURING their course. A student may apply for a suspension of their studies due to compassionate or compelling reasons. Ardor College can also suspend a student's studies due to student misconduct.

**Cancellation:** Cancellation applies to a student seeking to terminate their enrolment and permanently withdraw from their course of study. Ardor College can also make the decision to cancel a student's enrolment on the basis of misconduct or breach of student conditions.

## 5. Procedure

1. Students must submit a request using the Enrolment Variation Form, together with documentation supporting the reason for the request to Ardor College via email: [info@ardor.edu.au](mailto:info@ardor.edu.au)
2. Requests will be responded to in writing within 10 working days
3. Ardor College will advise the student in writing of the decision, ensuring the student is informed that any amendment to their enrolment.
4. If the student's application is not approved and he or she is dissatisfied in regard to the outcome of the application for suspension, deferral or cancellation of studies, the student may appeal against the decision with the appeal to be lodged within 20 working days of the date of the decision. Please see Ardor College Complaints and Appeals Policy, available from the Ardor website
5. If the student chooses to access the Ardor College complaints and appeals process, any variation to their enrolment under this standard cannot take effect until the process is completed, unless extenuating circumstances relating to the welfare of the student apply
6. If the internal and/or external appeal at the end of the process, is in favour of the student, Ardor College will implement the recommendations made
7. If the internal and/or external appeal at the end of the process, is in favour of Ardor College, Ardor College will ensure that a written copy of the decision is made available to the student, including full details of the reason for the decision.

**Important Notes:**

- Data officers are to be advised in relation to any amendments to student enrolments to ensure students' course details are accurately updated within the Student Management System.