



Document ID:	ENR 3.5.1 - Intermission of Enrolment
Responsibility:	Manager, Admissions
Version No:	3
Issue date:	11/05/2009

POLICY TITLE: INTERMISSION AND DEFERMENT OF ENROLMENT

AMENDMENT HISTORY:

Issue Date:	Summary of Changes
11/10/07	Initial version
15/10/07	Corrected typing errors
11/05/09	Addition of Deferment information



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PURPOSE:

This policy outlines the roles and responsibilities regarding a students' application to intermit or deferral of commencement. These responsibilities include compliance with La Trobe University (LTU) policies, ACN policies and The National Code.

SCOPE:

This policy applies to staff in the admissions team and academic unit involved in the processing of applications to intermit and defer commencement and students applying to intermit an defer commencement.

POLICY

INTERMISSION OF ENROLMENT

It is ACN policy that:

- Applications to intermit will not be reviewed if there is an outstanding balance on the students account
- All applications to intermit must be reviewed by a member of the admissions team and a member of the academic unit
- All applications must be reviewed and actioned within 24 hours of receiving the application including notifying the student of the outcome
- All applications must be assessed according the type of student eg. Local or overseas students
- All applications must be assessed in line with ACN policies, LTU policies and relevant legislation
- Approved intermission prior to the census date allows a student to intermit without academic or financial penalty
- Approved intermission prior to week 8 allows a student to intermit without academic penalty
- Students applying to intermit after the census date due to extenuating circumstances eg medical reasons may be permitted to intermit without financial penalty. This is at the discretion of the Managing Director on recommendation of the Manager, Admissions or the Academic Director
- Students applying to intermit after week 8 due to extenuating circumstances eg medical reasons may be permitted to intermit without academic penalty. This is at the discretion of LTU on recommendation of the Academic Director
- Applications to intermit due to extenuating circumstances must include all relevant supporting documentation eg medical certificates

Overseas students:

- Overseas students enrolled in the diploma program are not permitted to intermit unless it is due to extenuating circumstances
- Overseas students enrolled in a fast track degree program are not permitted to intermit unless it is due to extenuating circumstances
- Overseas students enrolled in a standard track degree program are entitled to intermit in the November intake each year. They are required to complete the intermission form so that ACN are aware of their intentions. Please note, students starting the standard track degree program in the November semester cannot intermit in their first semester.
- Overseas students that intermit are only permitted to remain in Australia if they are standard track degree students intermitting in the November semester. In all other cases, students must return overseas for the duration of the semester.
- Students returning from a period of intermission must ensure they arrive no earlier that 28 days prior to the official ACN enrolment day for the given semester



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DEFERMENT OF COMMENCEMENT

It is ACN policy that:

- All applications to defer commencement of enrolment must be received by ACN in writing by an individual or agent
- All applications will be reviewed by a member of the admissions team
- All applications must be reviewed and actioned within 24 hours of receiving the application including notifying the student of the outcome
- All applications must be assessed according to the type of student eg. Local or overseas students, overseas or in-country
- All applications must be assessed in line with ACN policies, LTU policies and relevant legislation
- A student can only apply to defer commencement of enrolment prior to enrolling at ACN. This may be prior to the issue of a CoE or after.
- Applications to defer commencement due to extenuating circumstances must include all relevant supporting documentation eg medical certificates
- The maximum period to request deferment of commencement is 12 months. Longer periods will only be approved with extenuating circumstances.

Applications for deferment from International Students In-Country will be considered on the basis of:

- Applicant is required to extend the period of study in an approved English program or other approved studies to meet the application requirements for the ACN program.
- Compassionate or Compelling reasons including medical

Applications for deferment from International Students residing overseas will be considered on the basis of:

- documented delays with visa processing
- Applicant is required to extend the period of study in an approved English program or other approved studies to meet the application requirements for the ACN program.
- Compassionate or compelling reasons
- On a case-by-case basis. Applicants who delay commencement and undertake further studies in their home country may require a reassessment of their ACN application prior to enrolling at ACN.



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PROCEDURE

INTERNATIONAL STUDENTS

Step	Who	Notes
Request to intermit	Student	
Obtain student number and check student balance in MAZE	Administration Officer	If there is an outstanding balance on Maze then notify the student that no assistance can be provided until fees are paid in full.
If the student does not owe any fees, provide them with an intermission form and ask them to fill it out and return to the front desk. Emphasise to the student that the application cannot be finalised until they have met with a member of the admissions team.	Administration Officer	Put a note into MAZE (admissions/intermission) stating that the student came to reception asking to intermit. When the student returns the form to front desk check to ensure that all relevant fields on the form have been completed in full.
Meet with the student	Manager, Admissions	When meeting with the student check: <ul style="list-style-type: none"> - The type of student (local or overseas) - The account balance - The course they are studying - Whether they are enrolled in fast track or standard track - That the student has all relevant supporting documentation
Having checked all the requirements determine whether or not the student is permitted to intermit as per the policy points above	Manager, Admissions	
If the student is permitted to intermit, explain the requirements regarding their intermission.	Manager, Admissions	This explanation needs to include whether or not the student is permitted to remain in Australia or when they need to return to Australia for the next semester. The explanation also needs to include whether or not the intermission approval includes academic or financial penalty.
If the student is not permitted to intermit, explain the reasons why	Manager, Admissions	This explanation needs to include visa requirements
If the student is permitted to intermit process the application	Manager, Admissions	<ul style="list-style-type: none"> - Determine whether financial penalty is attached. May consult with the Principal on a decision. - Change the status in MAZE to D - Sign and complete the application form - Scan a copy of the form and supporting documentation to academic unit - Save a scanned copy in the students paper file - Sent completed form to LTU - Update MAZE with a note explaining the



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	Program Manager	<p>outcome and the expected return date (Admissions/Intermission)</p> <ul style="list-style-type: none"> - Ask the student for their student card - Notify the Fee Officer (via email) so that they can update MAZE from a financial perspective - Update PRISMS with the intermission and expected return - Update MAZE from a financial perspective (attach a copy of the email to the batch) - Determine whether academic penalty applies - Notify the academic unit so they can update MAZE from a subjects perspective
If the student is not permitted to intermit process the application	Manager, Admissions	<ul style="list-style-type: none"> - Sign and complete the application form - Save a scanned copy in the students paper file - Update MAZE with a note explaining why the student was not permitted to intermit (Admissions/Intermission)



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DOMESTIC STUDENTS

Step	Who	Notes
Request to intermit	Student	
Obtain student number and check student balance in MAZE	Administration Officer	If there is an outstanding balance on Maze then notify the student that no assistance can be provided until fees are paid in full.
If the student does not owe any fees, provide them with an intermission form and ask them to fill it out and return to the front desk. Emphasise to the student that the application cannot be finalised until they have met with a member of the admissions team.	Administration Officer	<ul style="list-style-type: none"> ▪ Put a note into MAZE (admissions/intermission) stating that the student came to reception asking to intermit. ▪ When the student returns the form to front desk check to ensure that all relevant fields on the form have been completed in full.
Meet with the student	Manager, Admissions	When meeting with the student check: <ul style="list-style-type: none"> ▪ The type of student (local or overseas) ▪ The account balance ▪ The course they are studying ▪ Whether they are enrolled in fast track or standard track ▪ That the student has all relevant supporting documentation
Having checked all the requirements determine whether or not the student is permitted to intermit as per the policy points above	Manager, Admissions	
If the student is permitted to intermit, explain the requirements regarding their intermission.	Manager, Admissions	This explanation needs to include whether there is academic or financial penalty attached
If the student is permitted to intermit process the application	Manager, Admissions	<ul style="list-style-type: none"> - Determine whether financial penalty is attached. May consult with the Principal on a decision. - Change the status in MAZE to D - Sign and complete the application form - Scan a copy of the form and supporting documentation to academic unit - Save a scanned copy in the students paper file - Sent completed form to LTU - Update MAZE with a note explaining the outcome and the expected return date (Admissions/Intermission) - Ask the student for their student card - Notify the Fee Officer (via email) so that they can update MAZE from a financial perspective - Update PRISMS with the intermission and expected return - Update MAZE from a financial perspective



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	Program Manager	(attach a copy of the email to the batch) <ul style="list-style-type: none">- Determine whether academic penalty applies- Notify the academic unit so they can update MAZE from a subjects perspective
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REFERENCES:

Policy Number:	Policy Title
FORM ENR 3.5.1 F1 - Intermission of Studies Form	Intermission of studies form