

POLICY TITLE: College Initiated Suspension or Cancellation (DOMESTIC)

Purpose

To ensure that Photography Studies College (Melbourne) is able to action a student enrolment if the cancellation or withdrawal is not received in writing as per the standard Course Deferral, Suspension and Cancellation policy and/or if a student continues to attend classes but has outstanding fees that remain overdue for more than a month and the student fails to contact the College or does not return calls or emails from the College that seek to resolve the matter.

Policy

This policy is designed to enable Photography Studies College (Melbourne) to defer, suspend or cancel a student enrolment in limited circumstances. When deferral, suspension or cancellation of enrolment is initiated by the College, students have the right to appeal the decision.

Procedures

Photography Studies College (Melbourne) may suspend a student enrolment for:

- misconduct where the behaviour of a student has been in serious breach of a College rule as published in the Student Handbook
- breach of enrolment conditions
- non-payment of tuition fees as and when they fall due
- being considered to provide a threat to the wellbeing of other students or staff.

Photography Studies College (Melbourne) may cancel a student enrolment for:

- a serious breach of a College rule
- breach of enrolment conditions
- where a student is considered to provide a threat to the wellbeing of other students or staff
- serious misconduct (Student enrolment can be cancelled upon completion of the internal appeals process)
- failing to meet the requirements of the course and being deemed as making unsuccessful Course Progression
- failing to meet the requirements of the Student Progress and Exclusion Policy
- non-payment of tuition fees (Student enrolment can be cancelled upon completion of the internal appeals process).

Where suspension or cancellation is initiated by the College, students will receive a "Notice of Intention to Suspend/Cancel".

This notice will clearly identify the reasons for the Intention to Suspend/Cancel and where appropriate, the requirements to avoid suspension or cancellation. This notice will also clearly identify the time frame set by the College to avoid suspension or cancellation. This notice will identify if there is an appeals process and the time frame set for that.

Unless otherwise specified, a student will be given fourteen (14) working days from receipt of the notice to access Photography Studies College (Melbourne)'s internal appeal process in accordance with the Grievance Handling Policy and Procedure (for Academic and Non-Academic matters). When the appeals process is initiated, the College will maintain the student's enrolment until the internal appeals process is complete.

Photography Studies College (Melbourne) reserves the right to not provide learning opportunities during this process should it be deemed appropriate and this decision will be made by the Managing Director.

In the case of under 18 students, a copy of the Notice of Intention to Suspend/Cancel will be forwarded to the parents or legal guardian. Photography Studies College (Melbourne) will liaise with the parents or legal guardian to achieve the best possible outcome.

Important Note

The suspension or cancellation will be notified to the student on completion of the fourteen (14) working days from receipt of notice or at the end of the appeals process if the appeal is not upheld.

Responsibility

Managing Director
Finance Director
Higher Education Course Director
Student Services Administration Co-ordinator

Definitions

College means the Photography Studies College (Melbourne).

Related Documentation

Policies

Refund Policy for Eligible Students enrolled in FEE-HELP Enabled Courses
Refund Policy for Eligible Students enrolled in Skills First Program Enabled Courses
Transfers, Deferral, Withdrawals and Suspensions of Enrolment (DOMESTIC Full Fee Paying)
Deferral, Suspension or Cancellation of a Student's Enrolment (INTERNATIONAL)
Student Conduct
Student Progress and Exclusion
Academic Integrity Policy
Grievance Handling Policy and Procedure (for Academic and Non-Academic matters)

Procedures Forms & Documents

Terms of Conditions of Enrolment
Notice of Intention to Suspend/Cancel
Withdrawal Form
Exit interview Student Handbook

Publishing Details

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Ms. Julie Moss - Managing Director

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