

<ul style="list-style-type: none"> h) Leave of Absence totaling two (2) years can be granted at the discretion of the relevant Head of School or nominee. Applications are approved by the Head of School or nominee, and in the case of international onshore students are also authorised by the Director, International Services or nominee. i) Requests for Leave of Absence that exceed a total of two years in a program require the approval of the relevant Academic Portfolio Board. j) Leave of Absence can only be granted for International onshore students on compassionate or compelling grounds and students must have documentary evidence to support their application. Examples of such grounds may include, but are not limited to: <ul style="list-style-type: none"> i. serious illness or injury where a medical certificate states that the student is unable to attend classes; ii. bereavement of close family members such as parents or grandparents; a death certificate to be supplied where possible; iii. major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies iv. a traumatic experience eg, involvement in, or witnessing a serious accident, witnessing or being the victim of a serious crime, where documented by police or psychologist reports; or v. where the registered provider was unable to offer a pre-requisite unit. <p>Leave of absence may affect an onshore international student's visa. Leave of absence beyond six months, for any reason, will result in cancellation of their student visa.</p> 	<p>Head of School/ nominee Director, International Services/nominee Academic Portfolio Board</p>	
1.2 Procedure		
<ul style="list-style-type: none"> a) Students who seek a temporary suspension of their studies must: <ul style="list-style-type: none"> i. complete a Leave of Absence Form; ii. attach a current student card to the form; iii. attach supporting documentation (mandatory for international onshore students – refer Para. 1.1(j) above); iv. consult with their Head of School/ nominee and obtain signed authorisation; and v. if they are an international onshore student, consult with International Services and obtain signed authorisation; vi. if necessary consult with Department of Immigration and Citizenship regarding visa implications (international onshore students); vii. lodge the authorised form with the Hub. b) The Hub will provide the student with a copy of their approved, and appropriately date-stamped, Leave of Absence Form which constitutes official notification of approval of their Leave of Absence. 	<p>Students</p> <p>Hubs</p>	<p>Refer to timelines at para. 1.1(j) above</p>
2. Course Withdrawal – Enrolment Variation		
<ul style="list-style-type: none"> a) Students who seek to withdraw from a course may do so either through Enrolment OnLine (EOL) or by completing and lodging an authorised hard-copy Enrolment Variation Form with the Hub. b) The closing date for withdrawing from a course without academic penalty is published annually in the Academic Calendar, the Student Diary, and the RMIT website. c) Students will incur an academic penalty and be financially liable for fees if the authorised form is received after the closing date. d) Students whose courses are not yet on-line must: <ul style="list-style-type: none"> i. complete an Enrolment Variation Form; and ii. obtain approvals from their Home School and/or Service 	<p>Students</p>	

<p>School; and</p> <ul style="list-style-type: none"> iii. keep a photocopy of the form; and iv. lodge the approved form with the Hub; and v. be provided with a copy of the approved form which has been date-stamped. <p>e) Students who wish to drop all courses for a teaching period, even if they are only enrolled in one course, can only do so by applying for Leave of Absence. An Enrolment Variation Form should <u>not</u> be used for this purpose.</p> <p>f) International Onshore Students who withdraw from courses are still required to complete within the expected duration of the program and are therefore advised to maintain a full-time (100%) load.</p>	<p>Students</p> <p>Int'l Onshore Students; Head of School</p>	
3. Cancellation of Enrolment		
<ul style="list-style-type: none"> a) Students who seek to withdraw from a program should first seek advice from their School, and/or the student counseling, financial or careers services. b) Students who seek to withdraw from a program must: <ul style="list-style-type: none"> i. complete a Cancellation of Enrolment Form; and ii. lodge the form with the Hub; and iii. at the point of lodgment, be provided with a date-stamped copy of the form as proof of submission. c) The closing date for the cancellation of a program enrolment without academic or financial penalty is published annually in the Academic Calendar, the Student Diary, and the RMIT website. d) Students will incur an academic penalty and be financially liable for fees if the Cancellation of Enrolment Form is received after the closing date. e) International onshore students who have been enrolled for less than six months are generally not permitted to cancel their enrolment to undertake study at another Australian educational institution except in exceptional circumstances. - Refer Para. 5 below. All such cases must be referred to International Services. f) International onshore students are advised to contact DIAC for visa information prior to canceling their enrolment. g) International onshore students who are under 18 years of age must have their cancellation of enrolment authorised by International Services. h) International Services shall notify DEST via PRISMS of international onshore students who have cancelled their enrolment. 	<p>Students</p> <p>Students</p> <p>Students</p> <p>Students</p> <p>Students; Head of School</p> <p>International Services</p>	
4. Internal Change of Program for Onshore International Students		
<ul style="list-style-type: none"> a) Currently enrolled International onshore students who have been approved for entry into another RMIT program must <ul style="list-style-type: none"> i. complete an Application for Change of Program Form; ii. if a new offer is made, complete and return an Offer Response Form for the new program; iii. return to the School offering the new program for further consultation if required. b) The School shall: <ul style="list-style-type: none"> i. confirm that an offer has been made in the new program by completing and signing Section 5 of the Change of Program Form; and ii. provide academic advice on the completion of the program change. c) Students shall lodge the signed form with International Services together with certified copy of their most recent academic transcript. 	<p>International onshore students</p> <p>Schools</p> <p>Student</p>	<p>No later than 14 days after advertised commencement date</p>

d) International Services shall process the application and notify DIAC of the student program change.	International Services;	Within 2 working days
e) Enrolments & Records shall process the application and issue a Confirmation of Enrolment.	Enrolments & Records	Within 2 working days
5. External Transfer of Onshore International Students to Another Provider		
a) International onshore students who wish to transfer to another provider before they have completed six calendar months of study in their principal program will require a release letter from International Services. International Services can only grant this letter if a student has a valid letter of offer from another registered provider, and:	Student	
<ul style="list-style-type: none"> • confirmation from RMIT that RMIT has cancelled or ceased to offer the program in which the student is enrolled; or • a letter from their government sponsor supporting the change, and stating that they consider the change to be in the student's best interests; or • documentation showing that the student has failed to meet the entry requirements for a program; or • documentation to support the assessment that the student has exceptional circumstances. 		
b) If the student is under 18, the following additional information is required: <ul style="list-style-type: none"> • written confirmation that the student's parent or legal guardian supports the transfer; • where the student is not being cared for in Australia by a parent or suitable nominated relative, written confirmation from the receiving registered provider that they will accept responsibility for approving the student's accommodation, support and general welfare arrangements. 		
c) Failure to comply with the documentary requirements under (a) and (b) above will result in the application not being approved.		
d) Students who wish to transfer to another provider after they have completed six months of study in their principal program do not require a release letter.		
e) Students seeking transfer should remain enrolled until their application has been approved.	Students	
f) If a student has cancelled their enrolment prior to receiving permission to transfer to another provider, the student will be reported to the Department of Immigration and Citizenship (DIAC) as a program cancellation.	Compliance and Client Services	
g) If students wish to transfer but have not yet completed six months of study in their principal program, students must <ol style="list-style-type: none"> i. complete the Application to Transfer Provider Form, and ii. attach a letter of offer from another provider; and documentation to support their application; and iii. lodge it with International Services. 	Students	
h) Compliance and Client Services will assess the application and may seek advice from the relevant Head of School/Selection Officer.	Compliance and Client Services	Within 10 working days of receipt

<p>i) If the application is approved, a meeting will be arranged with the student, at which the student will be:</p> <ul style="list-style-type: none"> • counselled about the decision; • counselled about visa implications and advised to contact DIAC; • advised of the requirement to submit a Cancellation of Enrolment form; and • advised of refund rules and Application for Refund form; and • provided with a Letter of Release. <p>All relevant documentation will be placed in the student file.</p>	Compliance and Client Services	As soon as practicable
<p>j) If the application is not approved, the student will be informed in writing via student email of the reasons for refusing the request, and of their right of appeal. All relevant documentation will be placed in the student file.</p>	Compliance and Client Services	Within 10 working days of receipt
5.1 Appeals		
<p>A student is entitled to appeal if they believe that :</p>		
<ul style="list-style-type: none"> • serious relevant circumstances have not been taken into account, and/or • there is new, relevant information that was not available at the time the student made the application. 	Student	
<p>a) Appeals must be lodged in writing to the Director, International Services within 20 working days of the date the letter of advice was sent by email.</p>	Student	Within 20 working days
<p>b) The Director, International Services will review the appeal against the grounds for appeal and consult with relevant people as required.</p> <ul style="list-style-type: none"> • If the submission is deemed to have addressed the grounds, then the student and Compliance and Client Services will be advised in writing, via student email, that the appeal will be upheld. • If the appeal is dismissed, the student and Compliance and Client Services will be advised of the decision, including details of the reasons for the outcome, in writing, via student email, and informed that the student may appeal externally if not satisfied with the result or conduct of the appeal process, through the Ombudsman Victoria. 	Director, International Services	Within 10 working days
<p>c) Students who choose to appeal further to the Ombudsman Victoria must do so within 10 working days of the date of the letter of advice and must notify International Services of their lodgment reference number.</p>	Student	Within 10 working days
<p>d) The student must remain enrolled and attend classes until the completion of all internal and external appeals processes.</p>	Student	
<p>e) Written advice of the outcome of any appeal process shall be forwarded to the relevant School for filing in the student file.</p>	School	
<p>f) If the student</p> <ul style="list-style-type: none"> • fails to lodge a written appeal within the timeframe specified above, or • withdraws from the appeals process or • the outcome of the appeal supports the decision not to approve the transfer and the student accepts the decision <p>the student will remain enrolled in their current program.</p>	Student	
<p>Supporting Guidelines, flow-charts, check-lists, etc</p>		

Links to related forms, records and electronic databases	<ul style="list-style-type: none"> • Enrolment Variation Form • Cancellation of Enrolment Form • Leave of Absence Form • Application to Transfer Provider Form • Application for Change of Program Form 				
PROCEDURE FURTHER INFORMATION					
Commencement Date:	1998	Review Date:			
REVISION HISTORY – managed by University Policy Officer					
Revision Ref. No.	Approved /Rescinded	Date	Committee / Board	Resolution Number	Document Reference
Original	Approved	6 July 1998	Academic Board		
Original	Approved	8 July 1998	Board of Technical Studies		
1.1	Approved	2 April 2001	Academic Board/BoTS		
1.2	Approved	December 2004	Academic Registrar		
1.3	Approved	3 Sept 2007	Academic Board	7.6	AB08-131/07
1.4	Approved	December 2007	Academic Board	7.3	AB11-167/07
ACCOUNTABILITIES					
Implementation:	Academic Registrar				
Compliance:	Schools				
Development / Review:	Academic Registrar				
Approval authority:	Academic Board				
Interpretation and advice:	International Services; Enrolments & Records				
Data collection and analysis:	Enrolments & Records International Services				
WHO SHOULD KNOW THIS PROCEDURE?					
Students, Student Services staff, Academic Registrar’s Group, International Services, International Student Advisers, Academic Staff, Administration staff.					
EFFECTIVENESS OF THIS PROCEDURE					
How will the efficiency and effectiveness of this procedure be measured?	Percentage of applications processes in a timely manner. Number of appeals.				
PROCEDURE SUPPORTING INFORMATION					
Definitions and acronyms:	<p>Academic Calendar - A calendar which sets out, for TAFE and Higher Education, starting and finishing dates for terms, semesters and exam periods; deadlines for enrolment variations and other student administration processes; public holidays that will be observed by the university; and student holidays.</p> <p>Census Date - The census date is the deadline in each semester when all enrolment and payment arrangements must be finalised</p> <p>Deferment – The postponement of studies for up to one year, where available, by an applicant who has received an offer for a program, but who has not yet enrolled. Deferment may be granted by RMIT following an application giving reasons for this being desired.</p> <p>DEST – Department of Education, Science and Training</p> <p>DIAC – Department of Immigration and Citizenship</p> <p>Leave of Absence - An approved break from a program enrolment e.g. for work, financial or family reasons. Leave can be taken for a maximum of 12 months at a time.</p>				

	<p>Offer of a Place - a formal invitation to a prospective student to commence coursework study at RMIT University in a TAFE, undergraduate or postgraduate award program.</p> <p>Onshore International Student – a student studying on-campus in Australia as a temporary resident who is the holder of an international student visa granted under the Australian Government's Education Services for Overseas Students (ESOS Act) 2000.</p> <p>Principal Program – the principal program refers to the main program of study to be undertaken by an overseas student, where a student visa has been issued for multiple programs. The principal program would normally be the final program where the overseas student arrives in Australia with a student visa that covers multiple programs. If a student is only undertaking one program, this program is the principal program.</p>
Key Words For Search Engine	Deferment; suspension; leave of absence; cancellation; withdrawal; transfer.