



TRINITY COLLEGE
THE UNIVERSITY OF MELBOURNE

Trinity College Pathways School

Variations to Student Enrolment Policy
Withdrawal, Leave of Absence,
Suspension of Studies and Cancellation

Overview

Trinity College is an affiliated College of the University of Melbourne.

The Pathways School consists of the Trinity College Foundation Studies program, Trinity College Academic English Program, the Young Leaders program and other short programs and conferences.

The College reserves the right to review and make changes to this Policy from time to time.

Scope

This Policy covers changes to your enrolment which can include cancellation either by you or by Trinity College, suspension of studies and leave of absence.

It covers all students studying in the Trinity College Foundation Studies and Trinity College Academic English Programs.

Changes to your enrolment can impact on your visa. Changes can include cancellation, deferment, suspension, leave of absence or withdrawal. Cancellation of your enrolment may result in you being reported to the Department of Home Affairs (HA). If you are reported to HA you will first be contacted by Trinity, and informed of the reasons for the cancellation. You have the right to appeal against our decision to report you to the Department of Home Affairs according to our Complaint and Appeal Policy and Procedure.

Definitions

ESOS Act – Education Services for Overseas Students Act 2007

HA – Department of Home Affairs a central policy agency including immigration and border-related functions, multicultural affairs, federal law enforcement, and emergency management.

Withdrawal – Where you withdraw from your enrolment either prior to attending or during the program with no intention to return to that intake.

Leave of absence – to temporarily place studies on hold usually on compassionate or compelling grounds. This may include leaving the country while still being enrolled and is usually for a short period.

Suspension of Studies – To defer or suspend your enrolment and to put your studies temporarily on hold for a long period. You may request a deferment or

suspension on compassionate or compelling grounds. Additionally, suspension of studies may include a temporary hold placed on you by the College for misbehaviour or breaches of the Student Code of Conduct and other policies.

Cancellation – Where the College cancels your enrolment and advises HA, which includes failure to meet the conditions of your enrolment in relation to satisfactory academic progress and attendance, non-payment of fees and curfew breaches.

TCAEP – Trinity College Academic English Program

TCFS – Trinity College Foundation Studies

Withdrawal

If you accept your offer and subsequently decide to withdraw from the course you must notify Trinity College in writing. Students should refer to their Letter of Offer for fee and enrolment conditions, as well as Trinity's Refund Policy.

Leave of Absence

You may apply to Trinity College for a leave of absence if you have compassionate or compelling circumstances.

Compassionate or compelling circumstances are generally those beyond your control and which may impact upon your progress or wellbeing. These could include:

- inability to begin studying on the course commencement date due to delay in receiving a student visa
- serious illness or injury, where a medical certificate from a practitioner registered with the Medical Board of Australia states that you were unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided)
- major political upheaval or natural disaster in your home country requiring emergency travel; or
- a traumatic experience which could include:
 - involvement in, or witnessing of a serious accident; or
 - witnessing or being the victim of a serious crime (these cases should be supported by police or psychologist's report)

Cancellation of Enrolment

Cancellation of your enrolment can occur when you:

- breach the Pathways School Student Code of Conduct and/or other Pathways School policies
- breach the conditions of your student visa.
- Non-payment of fees owing to Trinity College.

Breaching the Student Code of Conduct and/or other policies

Agreeing to abide by the Pathways School Code of Conduct is a requirement for you to enrol in the Pathways School, and for your continued enrolment at Trinity College. You are expected to know and to adhere to this Code and other College and Pathways School policies.

If you do not do so, your enrolment may be cancelled and your visa may be affected.

Breaching the conditions of your Visa

If you do not maintain any of the conditions below, you may be in breach of your visa conditions and we will report you to the Australian Department of Home Affairs (HA).

This decision will be made at the discretion of the Associate Dean, Academic Administration.

If you are reported to the Department of Home Affairs (HA) in this way you are at risk of having your visa cancelled.

Breaches include (but are not limited to) the following:

- Not meeting the attendance requirements of the program
- Unsatisfactory academic progress
- Not informing the Pathways School of a change of address
- Undertaking paid employment for more than 40 hours per fortnight during term time
- Repeated curfew breach (for U18 students).

Attendance

In accordance with student visa conditions, Trinity College monitors your attendance in all lectures, tutorials and practical sessions.

If you do not have a projected attendance record of 80%, your enrolment may be cancelled.

Unsatisfactory Academic Progress

Refer to the Academic Progress Policy and Procedure for details of what constitutes “unsatisfactory academic progress.”

Notification of change of address and contact details

You must inform us of your current residential address, mobile number, email address and emergency contact within seven days of arrival and of any change of address in Australia within seven days of the change.

Employment

If you hold a student visa you are entitled to work up to 40 hours per fortnight while your course is in session and unlimited hours during scheduled course breaks. You must start your course before you are eligible to start work. Please ensure you check your visa as entitlements may vary.

Repeated curfew breach

Students under 18 are required to meet particular curfew conditions. Repeated curfew breach will be dealt with in accordance with the Curfew Safety Breach Policy and Procedure.

Non-payment of fees

Students are notified in advance of any payment for fees and given a due date for those fees. Failure to make payment in accordance with Trinity College requirements may lead to cancellation of enrolment where it is determined the student has made no attempt to engage with staff of the College and agree finalisation of payment.

Suspension of Studies

You are able to defer or suspend your enrolment at Trinity College on the grounds of compassionate or compelling circumstances. If the suspension is particularly lengthy it may mean you are unable to meet the criteria for finishing the course. This may mean you are offered a place in the next available intake.

Trinity College can choose to suspend your enrolment if we judge your behaviour to be unacceptable for an educational setting.

The Pathways School Student Code of Conduct sets out the behavior and conduct expected of members of the Trinity College student community. The Student Disciplinary Procedure also sets out the processes applicable or available where there have been possible breaches of the Code, and describes the range of consequences that may follow, including suspension, if you have been found by the College to have breached the Code.

The Dean of the Pathways School may suspend or terminate your enrolment at any time, if you have acted in a way that may cause injury to yourself or others, serious damage to others or serious disruption to Pathways School programs or activities. In this case, the Dean will provide a written notice to you within 24 hours of the decision being made.

If you have been suspended you may not attend classes, sit examinations, submit assessment, or access Trinity College facilities, including the library and computer facilities. Your attendance record will not be affected if you are suspended.

Trinity College Pathways School Variations to Student Enrolment Policy	
CRICOS Code	00709G
ABN	39 485 211 746
Date of current revision	January 2019
Topic	Withdrawal, leave of absence, cancellation, suspension
Review date	December 2020
Business owner	Associate Dean, Academic Administration
Authorising body	Pathways School Executive
Related legislation and government departments	Department of Education and Training (Cth) Department of Home Affairs (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman Criminal Code Act 1995 (Cth) Crimes Act 1958 (Vic) Commission for Children and Young People Act (2012)
Related documents	TCPS Complaint Policy and Procedure TCPS Student Code of Conduct TCPS Student Curfew Safety Policy TCPS Younger Student Policy & Procedure (U18 years of age) TCPS Refund Policy
Notes	Students are bound by all applicable federal and state legislation.
Published	Website/portal