



Melbourne College of Divinity

Guide for deferring, suspending or cancelling a student's enrolment

Standard 13 of the National Code 2007 determines that students can defer or temporarily suspend their studies (including intermission) in limited circumstances. The College reserves the right to suspend or cancel a student's enrolment.

Deferment of studies

If you are unable to commence the course in the semester you applied for, you may be able to defer your entry until the next semester or the next year. Students who wish to defer commencement of their course should complete the "Defer studies or change preference form", provide all necessary information and return the form to the Quality & Compliance Officer. Alternatively, send an email to gcofficer@mcd.edu.au explaining the reason for your application and providing all necessary documentation. The MCD Quality & Compliance Office will make a decision on your application and inform you of the outcome. If your deferral is approved, you will receive a new offer letter and start date.

A request for the deferment should be submitted as soon as you know you will be unable to arrive in time for the semester. Deferments received after the semester starts may not be accepted.

What are the grounds for deferment or suspension of study?

These are outlined in standard 13.2 of the National Code 2007:

- *compassionate or compelling circumstances or
- * misbehaviour by the student

What is the meaning of 'compassionate or compelling' circumstances?

Compassionate circumstances include situations of serious illness or serious medical condition affecting your ability to study, or a bereavement of a close family member and you are required to provide assistance or support.

Compelling refers to circumstances that are involuntary, and you are faced with a situation in which there is little or no alternative e.g. personal or family situations which require your attention and over which you have no control, or social or political upheaval in your country affecting your family.

Suspension of study- Intermission

This is a voluntary suspension of study. Students who are enrolled and subsequently wish to take a break in their studies may apply for an intermission of up to 12 months. This can only be granted on the basis of compassionate or compelling circumstances. In granting this leave a place in the course is reserved for you when the intermission has ended providing that you

reenrol during the designated periods. Such leave will be considered in consultation with your Course Coordinator.

Your course completion date will be extended by the period of your intermission, and if you are a student visa holder, the MCD will issue you with a new Confirmation of Enrolment (CoE). During the intermission you are considered to be a student of the MCD for the period of the intermission. To maintain your enrolment after this time you must observe the scheduled re-enrolment dates for the following semester/ academic year

How do I apply for intermission of studies?

Coursework students must complete the “Change of Enrolment Form”

<http://www.mcd.edu.au/coursework-forms> , and higher degree by research candidates must complete the “Leave of Absence Form” <http://www.mcd.edu.au/forms-hdr-students>.

Completed forms should be forwarded to the MCD. Once your application has been considered, the MCD will inform you of the outcome. If you are a student visa holder, you should also seek advice about the visa implications of intermission from the Department of Immigration and Citizenship (DIAC): www.immi.gov.au/students

Suspension of study- Discipline

This is an involuntary suspension of study which is activated by student misconduct. For information about discipline see Academic Conduct Policy, Section 3.

<http://www.mcd.edu.au/academic-conduct-policy>

Cancellation of enrolment

At the MCD, a student’s enrolment in a course can be discontinued or cancelled for a number of reasons including, but not limited to:

- Unsatisfactory Academic Progress. See <http://www.mcd.edu.au/course-progress-policy>
- Academic and General Misconduct
- Non-payment of Tuition Fee

Where the MCD intends to terminate, suspend or cancel a student’s enrolment, the student must be notified that she or he has 20 days to access the ‘complaints and appeals’ processes. A student’s enrolment must be maintained (i.e. the student not reported to DEEWR) during the internal appeals process.

For further information about Complaints and Appeals see Grievances Policies and Procedures: General: <http://www.mcd.edu.au/grievances-policy>