

DEFERRAL, SUSPENSION AND CANCELLATION OF STUDY

GUIDELINES FOR STUDENTS AND APPLICANTS WHO HOLD **INTERNATIONAL STUDENT VISAS**

A student's study at James Cook University may be deferred, suspended or cancelled for a variety of reasons, as outlined below. Where an applicant or student wishes to defer their study or apply for leave of absence, they must provide documentary evidence to support their application. Students and applicants are advised that deferring, suspending or cancelling their enrolment may affect their student visa.

Deferral of study

Deferral of study refers to the approved postponement of commencement of study in a course for a specified period of time.

Deferral of study is permitted for some courses, as determined by the Faculty Pro-Vice-Chancellors each year.

International applicants may be granted deferral of study if there are compassionate and compelling reasons for doing so, and if deferral is permitted for that course. Students wishing to apply for deferral of study should contact the International Student Centre, and provide the reasons to support their application. Note that compassionate and compelling reasons are generally those outside of the student's control, which have an impact upon the student's course progress or wellbeing. Examples of compassionate and compelling circumstances are provided below.

Leave of absence from study - requested by the student

Leave of absence is an approved period of leave from a course of study, which may be requested by a student once they have begun their course.

A student who holds an international student visa can only apply for leave of absence from their course, if there are compassionate and compelling reasons for doing so.

Students granted must complete the Leave of Absence form, seek approval from their Faculty and contact the International Student Centre, prior to making arrangements to leave the country.

Research students must complete the Variation of Candidature form and seek approval from the Graduate Research School. Please refer to the [GRS website](#).

Compassionate and compelling circumstances which may impact on a student's ability to begin or continue their course

Compassionate and compelling circumstances are generally those beyond the student's control which have, or would have, an impact upon the student's course progress or wellbeing. These circumstances may include, but are not limited to:

- serious illness or injury, where a medical certificate or psychologist's report states that the student was/will be 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 the student's home country;
- a traumatic experience which has impacted the student, and which is supported by police or psychologists' reports;
- unavailability of subjects required for the student to progress in their course; and
- inability to begin studying on the course commencement date due to delay in receiving a student visa or because the applicant has not met the minimum age requirement.

Students or applicants who believe that there are compassionate or compelling circumstances which will impact on their ability to begin or continue their course must contact the International Student Centre.

Suspension of study - imposed by the University

The University may suspend a student, through an enforced break from study, on the following grounds:

- failure to attain satisfactory academic progress, according to the requirements of the [Academic Progression Policy](#). Under this policy, a student can be suspended for up to a maximum of three years; and
- academic misconduct, in contravention of the [Student Academic Misconduct Requirements](#), and
- inappropriate conduct, if the student's behaviour is risking the safety of others at the University, or if it is in contravention of the [Student Conduct Policy](#),
- where a student studying a course which includes a prescribed professional or clinical placement has been deemed to be unsuitable to continue that course, in accordance with the [Review of a Student's Suitability to Continue a Course Involving Placement](#) policy.

A student who has had their enrolment suspended by the University has 20 working days to appeal their suspension.

Cancellation of enrolment in subjects - by the University

A student's enrolment in subjects may be cancelled on the following grounds:

- where a student has enrolled in subjects that are inadmissible subject combinations,
- where a student has selected subjects which do not conform to the requirements of the award,
- where a student has enrolled in a non-core subject which they have previously failed on two or more occasions (see clause 7 of the [Academic Progression Policy](#)),
- where a student has not satisfied the pre-requisites for the subjects they have selected;
- where a student has not followed the enrolment advice provided by the Faculty Pro-Vice-Chancellor or nominee, as required by the policy: [Enrolment Requirements for International Student Visa-Holders](#);
- where a student has not paid the required fees or charges;
- where a student has had conditions imposed on their enrolment through the provisions of the [Academic Progression Policy](#),
- where a student has been found guilty of inappropriate conduct, in contravention of the [Student Conduct Policy](#).

In such cases, students will be advised to change their subject selection. Students who do not follow that advice may have their admission to the course cancelled permanently.

A student who has had their enrolment in a course cancelled by the University has 20 working days to appeal the decision.

Cancellation of admission to a course - by the University

A student's admission to a course may be cancelled permanently by the University on the following grounds:

- where a student has not paid the required fees or charges,
- where a student has not met the English language or visa requirements,
- where a student has a concurrent enrolment in a similar course at another institution,
- where a student has failed to attain satisfactory academic progress, according to the requirements of the [Academic Progression Policy](#), and
- where a student has been found guilty of academic misconduct, in contravention of the [Student Academic Misconduct Requirements](#), and
- where a student has been found guilty of inappropriate conduct, in contravention of the [Student Conduct Policy](#), and
- where a student who is studying a course which includes a prescribed professional or clinical placement has been deemed unsuitable to continue that course, in accordance with the [Review of a Student's Suitability to Continue a Course Involving Placement](#) policy,
- where a student has already satisfactorily completed the requirements of a course of study,
- where a student has been unable to meet a prescribed course requirement for continuing enrolment in the course - for example:
 - has failed to obtain a Queensland 'Suitability to Work with Children' card (also known as a Blue Card) - for courses where working with children is likely; and/or
 - has failed to become immunised against specific blood-borne diseases, as required by Queensland Health - for many health-related courses;
- where grounds for the termination of a [Masters by Research](#) or [Doctor of Philosophy](#) exist as shown in the award requirements for those courses; and
- where the University determines that the course will not be offered or restrictions placed on enrolments:
 - due to lack of enrolments or staff availability; and
 - due to quotas or a lack of financial and/or physical resources.(In such cases, every effort will be made to offer the student a transfer to a similar course at this or another university.)

Permanent cancellation of admission to a course is often known as exclusion from a course. A student who has been excluded from a specific course may still apply for admission to a different course.

A student who has had their enrolment in a course cancelled by the University has 20 working days to appeal the decision.

Permanent exclusion from all courses at the University

A student may be excluded permanently from all courses at the University, on the following grounds:

- academic misconduct, in contravention of the [Student Academic Misconduct Requirements](#), and
- inappropriate conduct, in contravention of the [Student Conduct Policy](#), and
- where a student studying a course which includes a prescribed professional or clinical placement has been deemed to be unsuitable to continue study at the University, in accordance with the [Review of a Student's Suitability to Continue a Course Involving Placement](#) policy.

A student who has been excluded permanently from the University will not be admitted to any course at the University.

A student who has been excluded from all courses by the University has 20 working days to appeal their exclusion.