# Educational Resource: Transfers, Suspensions and Cancellations

## FAQs

## *\*sourced from AEI National Code Implementation Guide*

### DEFINING KEY TERMS

**SUSPEND ENROLMENT**

To defer or suspend enrolment means to temporarily put studies on hold (adjourn, delay, postpone).

**Suspension of enrolment** is not necessarily due to misbehaviour.

A student may request a temporary deferment or suspension to his or her enrolment on the grounds of compassionate or compelling circumstances. For example ongoing illness, or bereavement of a close family member.

A provider may also initiative suspension of a student’s enrolment due to misbehaviour of the student.

**INTERNAL TRANSFER / LOCATION CHANGE**

Internal transfer refers to an international student changing location from one ISP accredited school to another ISP accredited school (i.e. between two ISP-accredited Victorian Government Schools.

This is because the Department of Education and Training is registered as the approved provider on CRICOS and each individual school is registered as a location. The term ‘internal transfer’ is interchangeable with ‘location change’. Requirements under Standard 7 of the National Code do not apply to international students needing to change location to another ISP accredited school.

**EXTERNAL TRANSFER**

External transfers refers to an international student who seeks to transfer out of an ISP school to a non-government CRICOS provider. Conversely, an international student from a non-government CRICOS provider may wish to transfer to a Victorian government school accredited under the ISP. The ESOS framework (National Code Standard 7) refers to these students as ‘transfer’ students.

**Q How does a deferment or suspension of enrolment affect a student’s CoE?**

A A deferment or suspension will affect the student’s CoE in one of two ways depending entirely on whether the end date of the student’s original CoE is affected by the temporary suspension of studies:

1. The deferment or suspension is for a period of time that ***does not affect the end date of the CoE***.

In this case, the CoE remains active and is not cancelled. DET (IED) is still required to record the deferment or suspension in PRISMS for future reference by DHA.

2. The deferment or suspension is for a period of time that ***will affect the end date of the CoE***.

In this case, PRISMS will cancel the original CoE and immediately offer the provider (DET-IED) the opportunity to create a new CoE which reflects the revised anticipated course end date for the student. If the new end date is not known at the time of the reporting the deferment or suspension, the provider can choose to create a new CoE but to wait until the student notifies the school of their intended date of return before creating the new CoE.

**Q Are parents required to sign off on a release for students to withdraw from the ISP less than six months into their course?**

A Yes.