



# TAFE INTERNATIONAL WESTERN AUSTRALIA

## DEFERRAL, SUSPENSION OR CANCELLATION POLICY

### Your enrolment can be deferred or temporarily suspended for compassionate grounds or exceptional circumstances, such as:

- > severe medical illness to you or a member of your family;
- > death in your family;
- > medical condition while undertaking your studies including pregnancy; and
- > a natural disaster which affects you or your family.

Prior to lodging your application to defer it is recommended you contact the Department of Home Affairs to discuss how this may impact your visa. Should you decide to proceed you must complete the Application to Defer which can be found at [tafeinternational.wa.edu.au](https://tafeinternational.wa.edu.au)  and email to [admissions.tiwa@dtwd.wa.gov.au](mailto:admissions.tiwa@dtwd.wa.gov.au) 

Your application must detail your reason(s) for requesting to defer or suspend your studies and include documents to substantiate exceptional circumstances.


If you are under 18 years of age you must provide written support from your parent or legal guardian to support your application.

When a deferral or temporary suspension is approved, you will be advised in writing of the deferral period and your new commencement date. The Department of Home Affairs will be informed of the change relating to your course of study, which may affect your visa status.

### Please note

Deferral of your enrolment may result in an increase in tuition, resource and material fees. If you defer your enrolment, you will be required to pay the fees which apply at your new

commencement date. Confirmation of Enrolments (CoEs) for the revised period will not be issued until all additional fees and charges are paid in full.

If the deferral or temporary suspension is refused, you will be advised in writing and you will have 20 working days to lodge an appeal (refer to the Complaints and Appeals Policy further in this offer letter or on the TIWA website – [tafeinternational.wa.edu.au](https://tafeinternational.wa.edu.au) 

### TIWA suspending or cancelling your enrolment

Your enrolment can be suspended or cancelled if you have breached the TAFE college/public school by-laws or TIWA's Code of Conduct.

Suspensions and cancellations will be executed by TIWA after considering all the evidence presented. Depending on the breach you may be excluded from classes during this time.

- > You will be notified in writing of the decision to suspend or cancel your enrolment and advised that you have 20 working days to access TIWA's appeals process (refer to the complaints and appeals process).
- > If the decision is to suspend or cancel your enrolment TIWA must inform the Department of Home Affairs of the change of circumstances relating to your course of study. This may affect your visa status.
- > If your appeal is successful and the decision is not to suspend or cancel your enrolment, your TAFE college/public school will place you on an intervention strategy to ensure the behaviour/breach is not repeated.
- > You will be counselled as to the consequences of a suspension or cancellation of enrolment should the issue continue.