



LEAVE, WITHDRAWAL, EXCLUSION, SUSPENSION

Revision Number		Accountability	Dean and Principal
Policy Number		Operational Responsibility	General Manager
Date of Approval	Jan 22 2019	Last Reviewed	January 2019
Approval Authority	Academic Board	Next Review	November 2021

OBJECTIVES

Your enrolment at LCI MELBOURNE may be changed due to various circumstances. While the Key Points provide a useful summary, you should familiarise yourself with the complete policy (available below) and regularly check for updates, as policies are subject to review.

Key Points:

- You must officially notify LCI MELBOURNE of any changes to your enrolment, including the decision to withdraw or go on leave.
- If you do not officially notify LCI MELBOURNE of any such changes, you may be charged for units you were enrolled in.
- Your enrolment may also be forfeited if you engage in misconduct or fail to achieve satisfactory course progress.

SCOPE

This policy and procedure applies to all students enrolled in accredited courses delivered at LCI MELBOURNE.

POLICY STATEMENT

A student's enrolment into a course of study is considered an enrolment into the full duration of the course. Enrolment in units in each successive study period shall be ongoing as per the student's study plan and LCI MELBOURNE's Course Progression policy, unless the student officially withdraws, takes a leave of absence or has their enrolment suspended or terminated.

PROCEDURE

Leave of Absence

Enrolled students who wish to take leave of absence should contact the Student Support prior to taking any such leave. A Course Variation Form must be completed and approved by the General Manager. Before applying for leave of absence students must ensure that they have



paid any outstanding fees. Students will be allowed to take a leave of absence for no more than one study period at a time. Extensions beyond one study period shall be at the discretion of the Academic Progress Committee (APC).

Leave of absence by overseas students is permitted only in compassionate or compelling circumstances, such as serious illness or death in the family. Students will be required to provide evidence of such circumstances.

Withdrawal

A student withdrawing from a course or units of study should give written notice of their withdrawal, the reason(s) why and any supporting documentation to Student Support. Students wishing to alter their enrolment should complete the Student Enrolment Variation form. Students wishing to withdraw from the course entirely should complete the Notification of Student Withdrawal form. Forms are available from Student Support.

Returning Student and credit recognition

Students who have withdrawn from the course and wish to return and resume their studies can do so by contacting Student Support. Any credit attained at LCI Melbourne will be recognised for a maximum period of seven years.

Suspension and Exclusion

Students may have their enrolment temporarily suspended due to misbehaviour, either academic or general as described below, which can also be grounds for exclusion from LCI MELBOURNE.

Overseas students must be aware that deferral, suspension or cancellation of their enrolment may affect their student visa. LCI MELBOURNE is required to notify the Department of Education and Training via PRISMS under section 19 of the ESOS Act where the student's enrolment is deferred, temporarily suspended or cancelled.

All students have the right to appeal a decision of LCI MELBOURNE to defer, suspend or cancel their studies and in the case of overseas students LCI MELBOURNE will not notify the Government of a change to their enrolment status until the internal complaints and appeals process is completed.

Student Misconduct

LCI MELBOURNE will demonstrate procedural fairness at all times in dealing with student misconduct, whether academic or general, in accordance with the following principles:

- Students must be treated fairly, with dignity and with due regard to their privacy.
- Students are to be regarded as innocent of the alleged misconduct until they have either admitted to it or been found by proper inquiry of the student conduct committee to have so behaved.
- Past misconduct is not evidence that a student has behaved in the same manner again.
- Each case is dealt with on its own merits and according to its own circumstances with

the proviso that the first instance of misconduct will be penalised more leniently than subsequent instances of misconduct.

Academic Misconduct

Academic misconduct is defined as attempts by students to cheat, plagiarise or otherwise act dishonestly in undertaking an assessment task or assisting other students to do so. For details of specific types of academic misconduct and associated penalties – which may include suspension or exclusion – see LCI MELBOURNE’s Academic Integrity policy.

General Misconduct

Students are expected to respect other students, staff and property so that learning, and teaching can take place freely, safely and without impediment due to the misconduct of others. The Student Conduct Policy describes the behaviours expected of LCI MELBOURNE students. LCI MELBOURNE will report all criminal acts committed by its students to the relevant authorities.

Penalties for general misconduct:

Penalties imposed will take into account the nature and the extent of the misconduct. A student’s second offence is penalised more severely than their first offence and a third offence will result in exclusion from LCI MELBOURNE.

If the student admits to the alleged misconduct, the Dean and Principal may impose one or both of the following:

- a charge for the cost of damage to facilities and equipment;
- temporary suspension from LCI MELBOURNE

Notwithstanding a student’s admission of guilt, in the case of physical or verbal abuse of students or staff of LCI MELBOURNE, repeated or severe misconduct, or in the case of criminal acts the Dean and Principal may impose the penalty of permanent exclusion from LCI MELBOURNE.

Notification and Appeal

LCI MELBOURNE will notify students in writing of adverse findings and/or penalties as a consequence of misconduct. If a student deemed to have engaged in misconduct believes the decision has been made in error, they may appeal the decision under LCI MELBOURNE’s internal grievance policy and procedures. The grounds for appeal are:

- procedural irregularities, and/or
- factual errors on which the decision was based, and which were of such magnitude as to invalidate the decision.

Notwithstanding the time limit specified in LCI MELBOURNE’s grievance procedures, appeals by an international student must be lodged in writing with Student Support within 20 working days of the date of the student being notified of the consequence in accordance with the National Code. In the case of exclusion for misbehaviour, the suspension or cancellation of the student’s enrolment cannot take effect until the internal grievance process is completed, unless extenuating circumstances relating to the welfare of the student apply.

Effect of change to enrolment on tuition fees

The effect of changes to enrolment upon a student's tuition fees will be determined as per LCI MELBOURNE's Policy on Tuition Fee Refunds. Students suspended or excluded after census date in a study period shall not be entitled to a refund of fees nor the cancellation of a FEE-HELP liability for that study period.

Termination of Enrolment

If a student receives the grade of IR (Incomplete - Repeat) for all units in a study period and neither provides LCI MELBOURNE with formal notification of withdrawal nor attends their enrolled classes in the following study period, the Academic Manager or a delegated member of the SPC will attempt to contact the student prior to census date to establish their intentions. If contact cannot be made, at the end of that study period Student Support will withdraw the student from the course.

If a student has taken leave of absence and does not return at the end of the stipulated period or contact LCI MELBOURNE to review the terms of their leave, then the Academic Manager or a delegated member of the SPC will attempt to contact the student to clarify their enrolment. If the student cannot be contacted Student Support will terminate their enrolment.

Cancellation of enrolment

Depending on the nature of the cancellation, LCI MELBOURNE will appropriately notify the Department Education and Training via PRISMs within the required timeframes.

For provider default, LCI MELBOURNE will notify the Department Education and Training within 3 working days of the default including:

- LCI MELBOURNE fails to start providing the course to the student at the location on the agreed starting day; or
- after the course starts but before it is completed, it ceases to be provided to the student at the location; and the student has not withdrawn from the course before the default day.

For student default, LCI MELBOURNE will notify the Department within 30 days of the student default. Student default includes:

- Non-commencement of studies on the agreed enrolment date
- Withdrawal or transfer after the commencement date
- Breach of student visa conditions
- Misbehavior by the student
- Failure to pay student fees



The 30 day timeframe commences once LCI MELBOURNE has established there is a student default and if applicable the internal and any external complaints and appeals process has been completed.

Accountable Officers

The accountable officers for the implementation and relevant training of this policy are listed below.

Policy Category		Academic		
Responsible Officer		Dean and Principal		
Review Date		November 2021		
Approved by Academic Board				
Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved	Effective Date