

Deferral, Suspension and Cancellation of Enrolment

1.	Purpose	<p>This policy states the allowable circumstances and the process to follow and applies to all stakeholders resulting in a change to a student enrolment.</p> <p>When deferral, suspension or cancellation of enrolment is initiated by Flowers Design School, students have the right to appeal the decision. Reference to the appeals process.</p> <p>International students should be advised that their visa may be affected by a change to their enrolment.</p>
2.	Scope	<p>The scope of this policy applies to all FDS students, domestic and international and all FDS team members.</p>
3.	Definition(s)	<p>For the purposes of this policy, unless otherwise stated the following definitions shall apply;</p> <p>FDS ⇒ Flowers Design School</p> <p>Deferral ⇒ Postponement prior to commencement of a course or module</p> <p>Suspension ⇒ Temporary postponement of enrolment during the course</p> <p>Cancellation ⇒ Cessation of enrolment in a course</p> <p>Compassionate or Compelling Circumstances Refers to circumstances beyond the control of the student that could have an impact on their capacity or ability to progress through a course. These could include:</p> <ul style="list-style-type: none"> - Serious illness or injury, where a medical certificate states that the student was unable to attend class. - Death or serious injury of an immediate family member - A traumatic event <p>Stakeholders ⇒ All persons with a vested interest in FDS including but not limited to;</p> <ul style="list-style-type: none"> Students Team Members Professional Associations Employers External Agencies Government & Regulatory Agencies

4.	Policy Guidelines	<p>Flowers Design School Initiated Deferment, Suspension or Cancellation: The school may execute a deferment, suspension or cancellation of a students enrolment where;</p> <ul style="list-style-type: none"> - Non payment of outstanding fees as outlined in the payment and payment plan agreement policies occurs. - Student misbehaviour and or misconduct as outlined in the Code of Conduct policy - Intervention strategy for unsatisfactory course progress - Continuous and or unexplained absence from class <p>In the event of the school initiating a deferral, suspension or cancellation of enrolment, the student will be notified in writing. The student has the right to access the appeals process for any decision relating to their course enrolment.</p> <p>Student Initiated Deferment, Suspension or Cancellation: The student may execute a deferment, suspension or cancellation of an enrolment where;</p> <ul style="list-style-type: none"> - Grounds of compassionate or compelling circumstances are evident (this is at the school's discretion) - Correct protocol for action is followed by the student; as per the terms and conditions of enrolment. <p>The student must apply in writing to the school for any course amendment and provide the minimum requirement of 15 training weeks notice. This notice period may be waived but only by discretion of the FDS management team.</p> <p>In the event of the student initiating a deferral, suspension or cancellation of enrolment, the school must be notified in writing providing the required notice period. The school has the right to reject any application that falls outside the criteria.</p>	
5.	Responsibilities	<p>Flowers Design School:</p> <ul style="list-style-type: none"> - The school is responsible for all student records for a period of thirty (30) years regardless of current enrolment status - The school is responsible to provide ample notice of intent to initiate any change to the student course enrolment - The school must collect and retain appropriate evidence for course changes <p>The Student:</p> <ul style="list-style-type: none"> - The student is responsible for any / all current and outstanding fees relating to their course enrolment - The student is responsible to submit all requests in writing and adhere to the T&C of enrolment 	
6.	Appendices	<ul style="list-style-type: none"> a) Student Handbook b) Team Member Handbook c) Payment Policy d) Withdrawal Policy 	

		e) Payment Plan Agreement Policy f) Appeals Policy	
7.	Approval	This policy is approved by The Chief Executive Officer of FDS	
8.	Approval Dates	The policy was approved on: 01/10/2009 The policy takes effect from: 01/10/2009 The policy will be reviewed by:25/07/2011	
9.	Policy Owner	Matters arising from this policy should be directed to; The Chief Executive Officer of Flowers Design School Ms Jayne Endall Suite 39C City West Centre Plastowe Lane, West Perth 6005 jayne@floristry.com.au Tel: +61 8 9321 022	