



Deferral, Withdrawal, Suspension and Cancellation Policy (Higher and Vocational Education)

1 Purpose and Objectives

1.1 Deferral

- 1.1.1 A student is permitted to defer or suspend enrolment in a program for no more than a total six months (consecutive or in a number of periods).
- 1.1.2 Le Cordon Bleu Australia (LCBA) programs have defined structures and are intended to be undertaken continuously to completion.
- 1.1.3 Unforeseen circumstances may necessitate temporary interruption to a student's study. To accommodate any such occurrence a student may apply to the Academic Director for Deferral from a program for from three to six months.
- 1.1.4 Where a student requires an absence of more than six months they must withdraw from the program.

1.2 Withdrawal

- 1.2.1 Any student who wishes to discontinue their studies is free to do so, but there is no obligation on the part of LCBA to reinstate any student who has withdrawn. A student who has withdrawn may reapply at a later date. Any such re-application will be considered through the normal application processes. In the case of Student Visa Holders, applications to reapply are subject to any relevant immigration restrictions that may apply. If a student withdraws or defers from their program of study, and has outstanding fees, all student documentation will be withheld until all fees are paid in full.

2 Definitions, Terms, Acronyms

LCBA - Le Cordon Bleu Australia Pty Ltd

3 Policy Scope

3.1 Domestic / FEE HELP Students

- 3.1.1 If a student defers or withdraws from a unit of study on or before the census date, the enrolment will be regarded as non-effective and will not be recorded on the transcript. All students are entitled to a full refund of any tuition fees paid upfront if they withdraw on or before the census date. If a student has requested FEE-HELP loan, the student will not incur a debt for that unit. A financial liability remains for any withdrawal past the relevant Census Date.
- 3.1.2 A commencing student who withdraws from his/her course prior to the census date in the first semester of his/her course is deemed not to have accepted their offer of enrolment and to have never been a student.

3.2 International Students

- 3.2.1 Where a student elects not to commence a LCBA program and gives notice in writing at least 28 days before the commencement of the program 50% of any tuition fees paid

Created: 24 Sept 2015
Modified: 24 Sept 2015
Review Date: 24 Sept 2016

Policy Owner: Registrar
Version: 1.0
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for programs not yet commenced will be refunded. The applicant may elect to have any paid tuition fees transferred to an alternative LCBA program if he or she has an approved application for the alternative program. If an applicant gives less than 28 days' notice, he or she will not be entitled to any refund or transfer of fees.

3.2.2 Students who wish to defer the commencement of their LCBA program, their tuition fees / deposits will be held for up to 12 months from the original commencement date on the condition that a written application to defer commencement has been received no less than 28 days prior to course commencement.

3.2.3 Students who wish to defer to later intakes, must do so in writing no less than 5 days prior to the program commencement date. Applicants notifying LCBA less than 5 days' prior to program commencement date, will incur a fee.

3.3 Suspension and Cancellation

3.3.1 A student may have their enrolment suspended or cancelled as a result of unsatisfactory academic progress, persistent poor attendance, academic misconduct or inappropriate behaviour.

3.3.2 The conditions for suspension or cancellation of enrolment are addressed in the Academic Progress policy, Academic Misconduct and Plagiarism Policy_AHVand Student Behaviour and Termination policy.

4 Procedure

4.1 Deferral

4.1.1 A student must apply for deferral on the appropriate form, which must be lodged with Le Cordon Bleu Australia.

4.1.2 The Academic Director will consider the application, consulting the Program Manager as required and taking account of the student's academic progress.

4.1.3 All decisions about students holding student visas will be taken in line with Department of Immigration and Border Protection (DIBP) guidelines.

4.1.4 The student will be advised of the Academic Director's decision in writing and a record will be kept on the student's file.

4.2 Withdrawal

A student must inform Student Services in writing of their intention to discontinue their studies, using the appropriate form.

Where a student withdraws from a program Le Cordon Bleu Australia will annotate the student's record accordingly:

- Withdrawn – Failed or
- Withdrawn – Not Failed



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4.3 Suspension and Cancellation plagiarism

The processes pertaining to suspension or cancellation of enrolment are addressed in the Academic Progress policy, Academic Misconduct and plagiarism policy and the Student Behaviour and Termination policy.

5 Related documents

- Results and Grades – Higher Education Policy
- Results and Grades – Vocational Education Policy
- FEE HELP-Review Procedures for reconsidering Commonwealth Assistance Decisions Policy
- Student Behaviour and Termination Policy
- Academic Misconduct and Plagiarism Policy
- Academic Progress Policy

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	24//09/2015	Director L & T Comm	Karen McMurray	Policy Created

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Modified: 24 Sept 2015
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