

PURPOSE

The following procedure outlines the steps involved for international students that are deferring, suspending or cancelling their enrolment at BNIT.

SCOPE

This policy applies to overseas students on an international student visa.

DEFINITION

CRICOS - Commonwealth Register of Institutions and Courses for Overseas Students

DEEWR – Department of Education, Employment and Workplace Relations

PRISMS - The Provider Registration and International Student Management System is a secure database developed jointly by the DEEWR and DIAC for the purposes of administering the ESOS Act. PRISMS is the system used by providers to generate bona fide Confirmation of Enrolments (CoE) for DIAC as well as report any changes to class enrolments or compliance issues.

DOCUMENTATION AND REFERENCES

[IP35 Student Misconduct Management](#)

[IP58 International Students Transfer Policy](#)

[IP59 International Student Deferral, Suspension or Cancellation of Enrolment Policy](#)

IF438 Student Misconduct Report

IF708 International Application for Withdrawal

IF739 International Student Application for Deferral

COMPLIANCE REFERENCE

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code 2007)
- Education Services for Overseas Students Act 2000 (The ESOS Act).

PROCESS

Note:

This procedure has been separate into three sections: - Click on the appropriate section to access the relevant information.

Student's decision to defer or suspend enrolment

Student's decision to cancel enrolment

Brisbane North Institute of TAFE's (BNIT) decision to defer, suspend or cancel student's enrolment

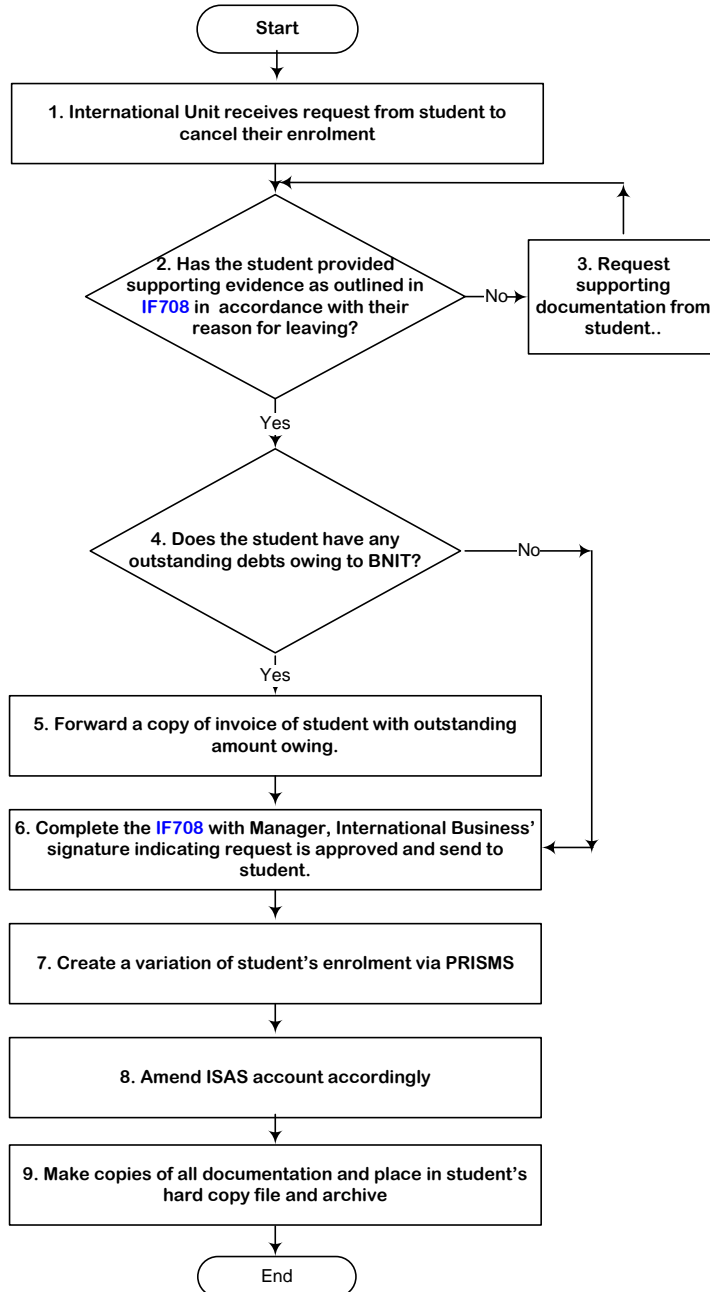
1 - 7
International Unit

7. International Unit

8. Faculty (amend
classes/unit) and
International (amend
Fee class)

9. International Unit

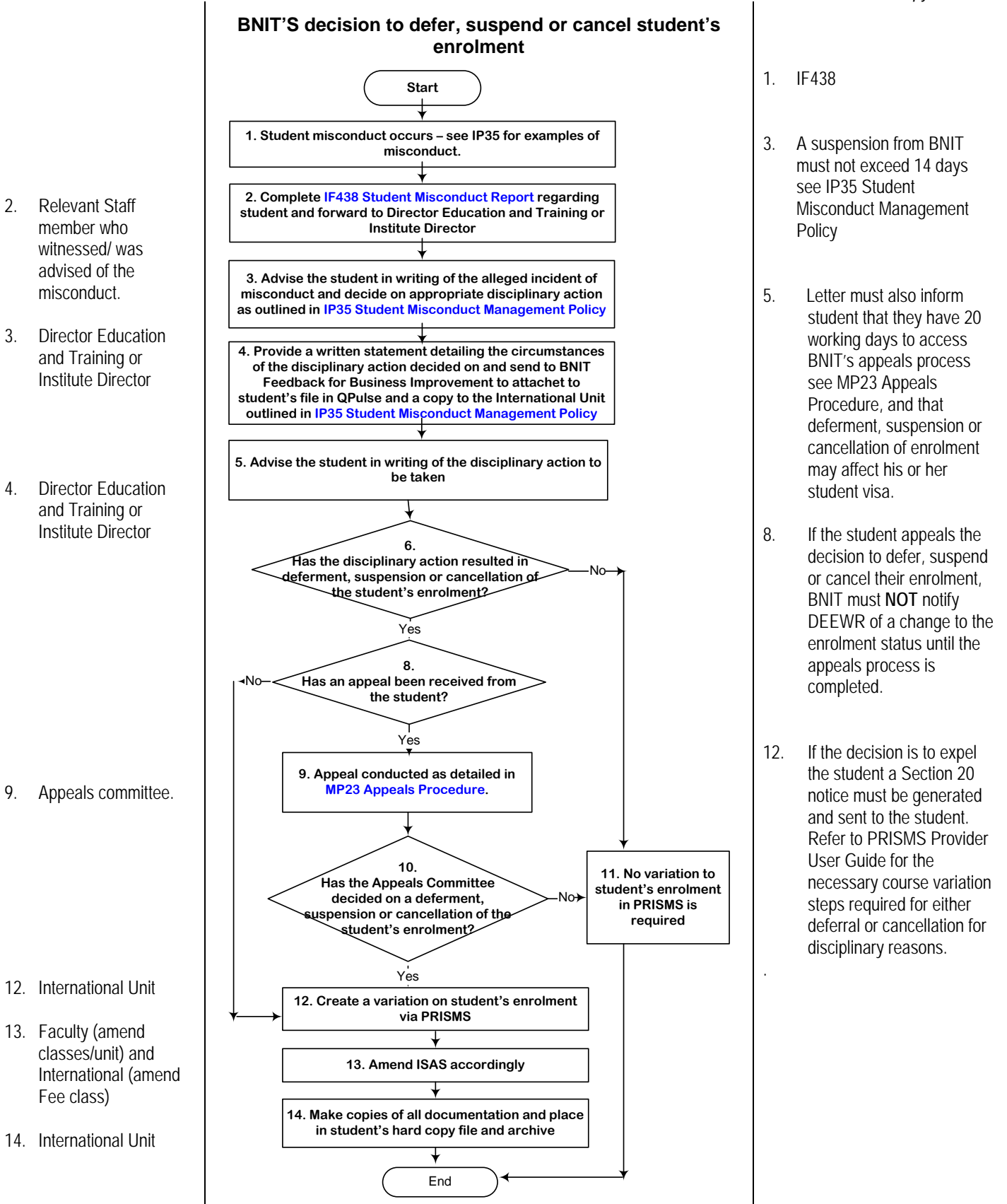
Students decision to CANCEL enrolment



1. IF708

If the student has requested a cancellation of enrolment to go to another provider, refer to MP89 International Student Transfer to another provider.

7. Reason for course variation must be "Termination of student studies prior to completing the course" and select 'Student notifies cessation of studies' Termination reason.



DOCUMENT AUTHORISATION

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