



**TRINITY COLLEGE** | FOUNDATION  
THE UNIVERSITY OF MELBOURNE | STUDIES

**Trinity College Pathways School**  
**Variations to Student Enrolment Policy**  
**Withdrawal, Leave of Absence,**  
**Suspension and Cancellation**

## Overview

Trinity College is an affiliated College of the University of Melbourne.

The Pathways School consists of the Trinity College Foundation Studies program, the Young Leaders program and other short programs and conferences.

The College reserves the right to review and make changes to this Policy from time to time.

## Scope

This Policy covers changes to your enrolment which can include cancellation either by you or by Trinity College, suspension of studies and leave of absence.

It covers all students studying in the Trinity College Foundation Studies program.

Changes to your enrolment can impact on your visa. Changes can include cancellation, deferment, suspension, leave of absence or withdrawal. Cancellation of your enrolment may result in you being reported to the Department of Immigration and Border Protection (DIBP). If you are reported to DIBP you will first be contacted by Trinity, and informed of the reasons for the cancellation. You have the right to appeal against our decision to report you to DIBP according to our Complaint and Appeal Policy and Procedure.

## Definitions

*DIBP* – Department of Immigration and Border Protection

*ESOS Act* – Education Services for Overseas Students Act 2007

*Withdrawal* – Where you withdraw from your enrolment either prior to attending or during the program with no intention to return to that intake.

*Leave of absence* – Students may temporarily place studies on hold, usually on compassionate or compelling grounds. This may include leaving the country while still being enrolled.

*Suspension* – Where the College places your studies on hold temporarily for misbehaviour and/or breaches of the Student Code of Conduct and other policies.

*Cancellation* – Where the College cancels your enrolment and advises the Department of Immigration and Border Protection, which includes failure to meet the conditions of your enrolment in relation to satisfactory academic progress and attendance, non-payment of fees and curfew breaches.

## Withdrawal

If you accept your offer and subsequently decide to withdraw from the course you must notify Trinity College in writing. Students should refer to their Letter of Offer for fee and enrolment conditions, as well as Trinity's Refund Policy.

## Leave of Absence

You may apply to Trinity College for a leave of absence if you have compassionate or compelling circumstances.

Compassionate or compelling circumstances are generally those beyond your control and which may impact upon your progress or wellbeing. These could include:

- inability to begin studying on the course commencement date due to delay in receiving a student visa
- serious illness or injury, where a medical certificate states that you were unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided)
- major political upheaval or natural disaster in your home country requiring emergency travel; or
- a traumatic experience which could include:
  - involvement in, or witnessing of a serious accident; or
  - witnessing or being the victim of a serious crime (these cases should be supported by police or psychologist's report)

## Cancellation of Enrolment

Cancellation of your enrolment can occur when you:

- breach the Trinity College Student Code of Conduct and/or other Pathways School policies
- breach the conditions of your student visa.
- Non-payment of fees owing to Trinity College.
  
- **Breaching the Student Code of Conduct and/or other policies**

Agreeing to abide by the Pathways School Code of Conduct is a requirement for you to enrol in the Pathways School, and for your continued enrolment at Trinity College. You are expected to know and to adhere to this Code and other College and Pathways School policies.

If you do not do so, your enrolment may be cancelled and your visa may be affected.

- **Breaching the conditions of your Visa**

If you do not maintain any of the conditions below, you may be in breach of your visa conditions and we will report you to the Australian Department of Immigration and Border Protection (DIBP).

This decision will be made at the discretion of the Associate Dean, Academic Administration.

If you are reported to DIBP in this way you are at risk of having your visa cancelled.

Breaches include (but are not limited to) the following:

- Not meeting the attendance requirements of the program
- Unsatisfactory academic progress
- Not informing the Pathways School of a change of address
- Undertaking paid employment for more than 40 hours per fortnight during term time
- Repeated curfew breach (for U18 students).

- **Attendance**

In accordance with student visa conditions, Trinity College monitors your attendance in all lectures, tutorials and practical sessions.

If you do not have a projected attendance record of 80%, your enrolment may be cancelled.

- **Unsatisfactory Academic Progress**

To meet the requirements of Satisfactory Progress, you must meet the academic requirements, as outlined in the course documents.

By the end of Semester 1 (or equivalent) you must have:

- attempted all assessable tasks and tests and hand in all assessable tasks
- attempted at least 80% of non-assessable tasks e.g. class exercises, set homework
- attended all interviews arranged to discuss academic progress
- attended any extra classes or attempt any extra work recommended to help improve your performance
- obtained 50%+ in at least two subjects\* and at least 40%+ in one other subject

- On commencement of the final term of the program, you must have obtained 50% or above in at least three subjects\* and at least 40% or above in one other subject.

*Note: \*Literature and Drama are elements of one subject, English. English for Academic Purposes is a separate requirement and cannot be counted as one of the four subjects needed to satisfy the definition of satisfactory progress.*

- **Notification of change of address and contact details**  
You must inform us of your current residential address, mobile number, email address and emergency contact within seven days of arrival and of any change of address in Australia within seven days of the change.
- **Employment**  
If you hold a student visa you are entitled to work up to 40 hours per fortnight while your course is in session and unlimited hours during scheduled course breaks. You must start your course before you are eligible to start work. Please ensure you check your visa as entitlements may vary.
- **Repeated curfew breach**  
Students under 18 are required to meet particular curfew conditions. Repeated curfew breach will be dealt with in accordance with the Curfew Safety Breach Policy and Procedure.
- **Non-payment of fees**  
Students are notified in advance of any payment for fees and given a due date for those fees. Failure to make payment in accordance with Trinity College requirements may lead to cancellation of enrolment where it is determined the student has made no attempt to engage with staff of the College and agree finalisation of payment.

## Suspension

Trinity College can choose to suspend your enrolment if we judge your behaviour to be unacceptable for an educational setting.

The Pathways School Student Code of Conduct sets out the behavior and conduct expected of members of the Trinity College student community. The Student Disciplinary Procedure also sets out the processes applicable or available where there have been possible breaches of the Code, and describes the range of consequences that may follow, including suspension, if you have been found by the College to have breached the Code.

The Dean of the Pathways School may suspend or terminate your enrolment at any time, if you have acted in a way that may cause injury to yourself or others, serious damage to others or serious disruption to Pathways School programs or activities. In this case, the Dean will provide a written notice to you within 24 hours of the decision being made.

If you have been suspended you may not attend classes, sit examinations, submit assessment, or access Trinity College facilities, including the library and computer facilities. Your attendance record will not be affected if you are suspended.

<b>Trinity College Pathways School Variations to Student Enrolment Policy</b>	
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ABN	39 485 211 746
Date of current revision	December 2016
Topic	Withdrawal, leave of absence, cancellation, suspension
Review date	December 2019
Business owner	Associate Dean, Academic Administration
Authorising body	Pathways School Executive
Related legislation and government departments	Department of Education and Training (Cth) Department of Immigration and Border Protection (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman Department of Immigration and Border Protection
Related documents	Marketing Department – Registrations Manual TCPS Variations to Student Enrolment Procedures TCPS Grievance Policy TCPS Student Code of Conduct TCPS Curfew Policy
Notes	Students are bound by all applicable federal and state legislation.
Published	Website/portal