



Course Extension, Deferral and Termination Policy for Domestic Students

Purpose:

The purpose of this policy is to outline the circumstances in which a student can extend, defer or terminate their enrolment with MGIT.

Scope:

The policy applies to MGIT domestic students; fee-paying and for those student who had availed the VET Fee Help Loan.

Definitions:

Course Extensions- applies to students who requested a course extension because the student was not able to complete part or all of the units of competencies within the study period.

Course Deferral- applies to student who requested a course deferral, suspension or postponement of enrolment.

Course Termination- applies to student who requested for course termination or cancellation of their enrolment with MGIT.

Grounds for Course Extension, Deferral and Termination

Student request for course extension, deferral or termination will be granted if student present a compassionate or compelling reason or circumstances such as;

1. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
2. Carer responsibility, student providing long term care to immediate member of the family and the student is solely responsible in the provision of care
3. Bereavement of close family member such as parents, grandparents
4. Traumatic experience that has impacted the student and prevented the student from attending or completing their studies, e.g. witnessing a serious accident or being a victim of a serious crime.

Other reason for Student to request course deferral or termination;

- Where MGIT is unable to offer a pre-requisite unit



Merage Global Institute of Technology (MGIT)

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- Where MGIT is unable to deliver the course due to regulatory and legislative sanctions

Note that the above circumstance are only some examples of what may be considered compassionate or compelling circumstances. The compliance manager will use his/her professional judgement to assess each case on its individual merits. When determining whether compassionate or compelling circumstances exist, MGIT considers documentary evidence provided to support the claim, and stores copies of these documents in the student file.

MGIT may also initiate suspension or cancellation of a student's enrolment on the grounds of misbehavior of the student or non-payment of fees in the case of fee paying student. The Student Code of Conduct defines what is the behavior expected by students and what might be defined as misbehavior. MGIT Student Discipline Policy and Procedures will be followed to investigate the incident. In the case of student plagiarism, cheating or collusion, MGIT Student Plagiarism, Cheating and Collusion Policy and Procedure will be followed.

Procedure:

1. Student may request for extension, deferral or termination by completing the Course Extension, Deferral or Termination Request form and submit to the Student Support Coordinator for processing;
2. Student may be required to provide supporting documentation in order to determine if the student is eligible
3. Upon receipt of the student request, the Student Support Coordinator (SSC) will process the application by conducting and organizing a student interview.
4. SSC will notify the student the outcome of the request within 1 week or (5 business day), where it is applicable the Accounts Department will notify the SSC if student account will be refunded or re-credited.
5. Admission Department will update the student record accordingly.