Deferral, Suspension, Cancellation and Withdrawal (Overseas Students)

Applies to	Overseas students and intending overseas students
Legal basis	National Code 2018, Standard 9. Education Services for Overseas Students Act 2000, section 19

What the terms mean

- Deferral means delaying the start of your course.
- Suspension means a temporary break from your course after it has started.
- Cancellation means your enrolment ends.
- Withdrawal means you choose to leave your course.

Asking to defer or suspend your studies

You can ask to defer or suspend your studies only for compassionate or compelling circumstances. These are circumstances beyond your control that affect your course progress or wellbeing. Examples include:

- serious illness or injury, supported by a medical certificate
- the death of a close family member
- major political upheaval or a natural disaster in your home country that requires you to travel
- a traumatic experience, such as being involved in or witnessing a serious accident or crime
- being unable to start on time because your student visa has been delayed.

To apply, complete the Deferral, Suspension, Cancellation and Withdrawal (DSCW) Form and attach your evidence. Send it to info@culinaryadelaide.sa.edu.au or give it to the Student Support Officer.

- Apply for a deferral before your course starts.
- Apply for a suspension at least 10 working days before you want it to start. In an emergency, we may waive this.
- A suspension is normally approved for no more than six months.

We will tell you our decision in writing, with reasons. If we approve it, we will give you an updated Confirmation of Enrolment and report the change to the Department of Education through PRISMS.

When ACI may suspend or cancel your enrolment

We may suspend or cancel your enrolment for:

- misbehaviour (see Student Code of Conduct)
- not paying fees as required by your Written Agreement
- not meeting other conditions of your Written Agreement.

Reporting for unsatisfactory course progress is dealt with under the Course Progress policy.

Before we do this, we will write to you with our intention and our reasons, and tell you that you have 20 working days to appeal (see Complaints and Appeals). If you are under 18, we will also tell your parent or legal guardian.

The suspension or cancellation will not take effect until the appeal process is finished. The only exception is where your health or wellbeing, or the wellbeing of others, is likely to be at risk.

Withdrawing from your course

You can withdraw by completing the DSCW Form. Refunds are worked out under the Fees and Refunds policy.

- If you want to move to another provider within the restricted period of your principal course (the first 12 months from 2 October 2026 to 30 June 2027; the first 6 months from 1 July 2027), read the Transfer Between Providers policy. You will need a release from us.
- If you owe fees when you withdraw, we still process your withdrawal and report it as the ESOS Act requires. The fees you owe remain a debt to ACI. We deduct them from any refund due to you, and we may recover them through a debt collection agency.
- Your certificate or Statement of Attainment for completed units is issued only after all agreed fees are paid. It is issued within 30 calendar days of payment.

Your visa

A deferral, suspension or cancellation may affect your student visa. We report these changes to the Department of Education as the ESOS Act requires, and you should contact the Department of Home Affairs for advice on what it means for your visa. If you leave Australia and do not return to study, tell us and the Department of Home Affairs.