



# SANTS

PRIVATE HIGHER EDUCATION INSTITUTION

**TAKING EDUCATION TO THE PEOPLE**

## **DEFERMENT, SUSPENSION AND CANCELLATION OF ENROLMENT POLICY AND PROCEDURES**

## Policy Information Page

<b>The following information to be completed by the policy owner/custodian:</b>	
<b>Title</b>	Deferment, Suspension and Cancellation of Enrolment Policy and Procedures
<b>Approving authority</b>	Executive Committee
<b>New or revised policy</b>	Revised
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<b>Stakeholders consulted</b>	Academic Quality Assurance Unit, Administration Department, Finance Department
<b>Policy Management</b>	
<b>Policy Owner</b>	Managing Director
<b>Policy Co-owners</b>	Executive Academic Director Administration Manager
<b>Cross-reference</b>	Assessment Policy and Procedures Student Code of Conduct
<b>Language edited</b>	Yes/ <b>No</b>
<b>Reviewed by a legal resource</b>	Yes/ <b>No</b>

## Glossary of terms

Cancellation of Enrolment	To permanently terminate a student's enrolment
Suspension	To temporarily disallow a student entry to studies
Deferment	To temporarily delay or postpone commencement of studies

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## **1. Purpose**

1.1. The purpose of this policy is to outline the circumstances in which:

1.1.1. SANTS allows students to:

- a) defer commencement of study;
- b) temporarily suspend studies; or
- c) cancel enrolment

1.1.2. SANTS can initiate the suspension of students' enrolment due to:

- a) poor academic performance;
- b) academic dishonesty;
- c) behavioural misconduct; or
- d) failure to pay the required study fees

1.1.3. SANTS can also initiate the cancellation of students' enrolment due to:

- a) non-commencement;
- b) academic dishonesty; or
- c) behavioural misconduct

## **2. Scope**

This policy applies to all students who are enrolled with SANTS and all staff members that will process or approve the students' deferment, cancellation or suspension of enrolment.

## **3. Student initiated changes in enrolment**

### **3.1. Deferral of studies requested by a student**

Deferment is a process whereby a student chooses to temporarily cease their studies with the intention of continuing with their studies at a later semester or year. This deferral can apply to one or more modules (subject to the progression rules and stipulated time limits of the relevant programme). The circumstances must relate directly to the student and be of such a nature that it is beyond their control.

Deferment of studies may be granted for reasons that can be social, financial, medical or in other special circumstances for example birth of a child or care of children. All documentation that substantiates the cited reason for deferment must be submitted with the application for deferment.

An application for the deferment of studies must be made in writing on the prescribed form *Application for the deferment of studies DEF-01* (Annexure A) and approved by the Assessment and Student Affairs Committee before the commencement of the academic year/semester the student wishes to defer.

The application for the deferment of study cannot be used to cancel enrolment or to move current enrolment to the next semester or academic year once the current academic semester or year has started. The Assessment and Student Affairs Committee may grant deferral of studies after the stipulated time period in special circumstances as determined by the Assessment and Student Affairs Committee.

If a student has been granted deferment, he/she must re-apply to the programme or re-register for the applicable module/s before the application deadline for the semester in which the student's studies are to resume.

A student may apply for deferment of study provided that the student completes the entire academic programme within the stipulated time limit. The maximum periods including deferment in which a qualification must be completed are:

- BEd (Foundation Phase Teaching): 6 years
- BEd (Intermediate Phase Teaching): 6 years
- Dip (Grade R Teaching): 5 years

A deferral fee of R 300-00 will be payable per module deferred. Students who defer their studies can receive a transfer of study fees paid for an upcoming semester as a credit to a subsequent term of studies if they notify SANTS that they are deferring their studies before the academic year/semester has commenced or less than seven working days after the submission of the first assessment date in special circumstances as determined by the Assessment and Student Affairs Committee.

### **3.2. Suspension of study requested by a student**

Once the student has commenced with the academic semester, SANTS will only grant a suspension of study for compassionate and compelling circumstances. This means unusual, exceptional or compelling circumstances that are not part of daily life experience the following are grounds that must be strictly addressed with appropriate documented evidence and may include:

- Severe and sudden medical conditions, where a medical certificate states that the student is unable to attend to their studies for a significant period of time.
- Financial difficulties
- A traumatic experience which could include involvement in, or witnessing a serious accident; and witnessing or being the victim of a serious crime.
- Bereavement of close family members such as parents.

An application for the suspension of study must be made in writing on the prescribed form *Suspension of study requested by a student: Form SUS-01* (Annexure B).

If a student has been granted suspension of studies, he/she must re-apply to the programme before the application deadline for the semester in which the student's studies are to resume.

Students who suspend their studies can receive a transfer of study fees paid for an upcoming semester as a credit to a subsequent semester of studies if they notify SANTS that they are suspending their studies before the academic year/semester has commenced. If the

semester has already commenced, the student can request the suspension of the studies, however, the fee credit is no longer available, and students are not eligible for a refund of tuition fees.

### **3.3. Cancellation of enrolment requested by a student**

A student may choose to discontinue their studies and may cancel their enrolment by giving notice of this in writing on the prescribed form *Cancellation of enrolment requested by a student: Form CAN-01* (Annexure C). Fee reductions are granted only if the cancellation occurs before the academic year/semester has commenced. Students are not eligible for a refund of tuition fees.

## **4. Institution initiated changes in enrolment**

SANTS may suspend or cancel a student's enrolment based on poor academic performance, academic dishonesty, failure to pay the required study fees as stated in the enrolment agreement, breach of the student code of conduct, the student's failure to commence their studies as planned, and to make any contact with SANTS since the start date of their programme.

### **4.1. Suspension of studies initiated by SANTS**

#### **4.1.1. Suspension on the grounds of poor academic performance and re-admission to study**

As set out in the Assessment Policy and Procedures under the progression rules, students may be suspended on the basis of poor academic performance if the number of modules outstanding will require the programme to be extended by more than two years beyond the normal end of the programme plan.

A student applying for re-admission to SANTS after being suspended on the basis of poor performance (as defined above) may do so only after providing proof of successful completion of study (short learning programme with 48 credits or above). A student applying for re-admission must submit his or her application using the prescribed form. (Annexure D: Application for re-admission: Form RAD-01)

Pending the approval of the Assessment and Student Affairs Committee, a student can be possibly granted to re-enrol for a BEd degree programme if she/he agrees to enrol and pass all the modules of a Diploma programme that can aid progression to the relevant BEd degree programme.

#### **4.1.2. Suspension on the grounds of academic dishonesty**

A student may be suspended for a defined period if found guilty of academic dishonesty where the transgression is identified as being severe and under the following conditions:

- The plagiarism support programme has been completed by the student;
- The Appeals process (as described in SANTS' Assessment Policy and Procedures) has been completed; and

- Consideration has been given to the following:
  - the year in which the student is registered
  - whether the act of dishonesty is a repeat act and student is noted on the SANTS plagiarism register
  - whether there is evidence of unethical behaviour in the sharing of information when completing assessments
  - whether there is evidence of genuine ignorance regarding the use of academic conventions and/or
  - whether there are any other mitigating circumstances considered relevant by the Assessment and Student Affairs Committee.

Students may re-apply to the programme after the defined period as determined by the Assessment and Student Affairs Committee using the prescribed form attached as Annexure D: Application for re-admission: Form RAD-01.

#### **4.1.3. Suspension on the grounds of behavioural misconduct**

Behaving in a way that breaches the SANTS Student Code of Conduct can result in student disciplinary action and the Assessment and Student Affairs Committee may make a determination that the student's enrolment be suspended for a defined period. For further information, please see the SANTS Student Code of Conduct.

#### **4.1.4. Suspension as a result of failure to pay the required study fees**

Students may also be suspended for failure to pay fees that he/she was required to pay as stated in the student's written agreement.

A student who qualifies to write examinations and who is financially suspended due to the non-payment of fees will still be permitted to write the examinations. All examination results will be withheld until the outstanding fees are settled.

### **4.2. Cancellation of enrolment initiated by SANTS**

#### **4.2.1. Cancellation of enrolment due to non-commencement**

Students who do not commence their studies will be identified at the end of week after the submission date of the first assignment of the semester. Students who have not had any contact with SANTS since the start date of the academic semester and have been academically inactive will be deemed as non-commencing student.

Non-commencing students will be contacted via email after the submission date of the first assignment of the semester and given ten business days to indicate their intention to commence studies. Students who do not respond within the ten day period will have their enrolment cancelled by SANTS.

#### **4.2.2. Cancellation of enrolment due to academic dishonesty**



A student's enrolment may be cancelled permanently if found guilty of academic dishonesty where the transgression is identified as being severe and under the following conditions:

- The plagiarism support programme has been completed by the student;
- The Appeals process (as described in SANTS' Assessment Policy and Procedures) has been completed; and
- Consideration has been given to the following:
  - the year in which the student is registered
  - whether the act of dishonesty is a repeat act
  - whether there is evidence of unethical behaviour in the sharing of information when completing assessments
  - whether there is evidence of genuine ignorance regarding the use of academic conventions and/or
  - whether there are any other mitigating circumstances considered relevant by the Assessment and Student Affairs Committee.

#### **4.2.3. Cancellation of enrolment due to behavioural misconduct**

Behaving in a way that breaches the SANTS Student Code of Conduct can result in student disciplinary action and the Assessment and Student Affairs Committee may make a determination that the student's enrolment be cancelled permanently. For further information, please see the SANTS Student Code of Conduct.

**Annexure A: Application for the deferment of studies: Form DEF-01**

Student name and surname											
Student number											
Student ID											
Name of programme enrolled on											
List all modules to be deferred (indicate module codes)											
Academic year for deferment											
Academic semester for deferment											
Academic year for return to studies											
Reason for deferment											
Student name	Student signature						Date				

This form should be completed and submitted via e-mail to:

Documentation that substantiates the cited reason for deferment must be submitted with the application for deferment form.

A deferral fee of R 300-00 will be payable per module deferred.

The study fees per module will be credited for modules successfully deferred and charged fully with the next enrolment per module if the deferment application is submitted before the academic year/semester has commenced or, in special circumstances as determined by the Assessment and Student Affairs Committee, if the deferment application is submitted within seven working days after the first assessment submission date.

**Annexure B: Suspension of study requested by a student: Form SUS-01**

Student name and surname											
Student number											
Name of programme enrolled on											
Academic year for suspension											
Academic year for return to studies											
Reason for suspension											
Student name	Student signature							Date			

This form should be completed and submitted via e-mail to:

Documentation that substantiates the cited reason for suspension of studies must be submitted with the application for deferment form.

**Annexure C: Cancellation of enrolment requested by a student: Form CAN-01**

Student name and surname											
Student number											
Name of programme enrolled on											
Reason for cancellation of enrolment											
Student name	Student signature							Date			

This form should completed and submitted via e-mail to:

**Annexure D: Application for readmission after suspension of studies initiated by SANTS:  
Form RAD-01**

Student name and surname												
Student number												
Name of programme for re-admission												
Date of suspension												
Reason for suspension	Poor academic performance			Academic dishonesty				Behavioural misconduct				
Period of suspension												
Additional study completed since studying with SANTS (Please attach copies of the official academic transcripts)												
<p>Please attach a motivational letter detailing the following aspects:</p> <ul style="list-style-type: none"> <li>• Circumstances surrounding the suspension</li> <li>• Change of circumstances since the suspension to date</li> <li>• Academic or vocational performance since suspension</li> <li>• Determination to undertake successful studies at SANTS should the application for readmission following suspension be successful.</li> </ul>												
Student name	Student signature					Date						

Applications for re-admission after suspension of studies initiated by SANTS are made to the Assessment and Student Affairs Committee.

This form should be completed and submitted via e-mail to: