

STU36 DEFERMENT, SUSPENSION OR CANCELLATION POLICY AND PROCEDURE

Department	Student Services
Approval Authority	Board of Directors
Responsible Officer	Chief Executive Officer
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Date of next review	September 2029 (3 years from approval date)

1. Purpose

This Policy and Procedure establishes the principles, requirements and processes governing changes to a student's enrolment status at TITAN HIGHER EDUCATION (TITAN/THE).

The Policy and Procedure ensures that all decisions relating to deferral, suspension or cancellation are made consistently, transparently, fairly and in accordance with legislative, regulatory and institutional obligations, including the *Higher Education Standards Framework (Threshold Standards) 2021*, the *Education Services for Overseas Students Act 2000 (Cth)*, the *National Code 2018*, and PRISMS reporting requirements.

The Policy and Procedure recognises that students may need to defer commencement or temporarily suspend their studies in appropriate circumstances, and sets out the conditions under which TITAN may initiate suspension or cancellation. It affirms TITAN's commitment to procedural fairness, student wellbeing, academic integrity and responsible enrolment management.

2. Scope

This Policy and Procedure applies to:

- all enrolled TITAN students;
- prospective students who have accepted an offer but not yet commenced;
- domestic and overseas students;
- students enrolled in coursework programs across approved delivery modes;
- students whose enrolment is subject to conditions, intervention strategies or monitoring; and
- TITAN staff involved in admissions, enrolment, academic administration, student support, compliance, finance and decision making.

Where a legislative or regulatory requirement applies specifically to overseas students, that requirement takes precedence over general institutional provisions to the extent of any inconsistency.

3. Policy Principles

TITAN is committed to ensuring that:

3.1 Fairness and Procedural Fairness

Students will be treated fairly and reasonably throughout all decision-making processes. Where TITAN proposes to suspend or cancel enrolment, students will normally receive written notice of the proposed action, reasons, and an opportunity to respond or appeal, except where immediate action is permitted or required.

3.2 Transparency

Requirements, grounds, processes, responsibilities and potential consequences will be communicated clearly to students.

3.3 Consistency

Comparable circumstances will be assessed consistently, while allowing for individual circumstances and relevant evidence.

3.4 Student Welfare

TITAN will consider student wellbeing, safety, and compassionate or compelling circumstances when assessing applications or making enrolment decisions.

3.5 Academic Progress

Deferral or suspension will not be used to circumvent academic progression requirements, assessment obligations, course rules or student visa conditions.

3.6 Regulatory Compliance

TITAN will comply with all applicable Australian legislation, regulatory requirements and standards. For overseas students, TITAN will meet obligations under the *ESOS Act*, *National Code* and PRISMS.

3.7 Evidence Based Decision Making

Decisions will be based on relevant and sufficient evidence. Supporting documentation may be required where necessary.

3.8 Right of Review and Appeal

Students will have access to review and appeal mechanisms consistent with the ***Grievances Policy and Procedure*** and regulatory requirements.

3.9 Recordkeeping and Accountability

All decisions relating to deferral, suspension or cancellation will be documented and recorded in Titan's student management systems.

4. Policy Statements

TITAN will:

- maintain clear, accessible processes for managing student requests for deferral and suspension;
- assess requests on their individual merits, considering supporting evidence and compassionate or compelling circumstances;
- ensure decisions do not unfairly disadvantage students;
- establish reasonable limits on the duration and frequency of approved deferrals and suspensions;
- ensure students understand academic, financial, enrolment and, where applicable, visa implications;
- ensure provider-initiated suspension or cancellation is based on legitimate grounds and administered with procedural fairness;
- provide written notice of proposed provider-initiated suspension or cancellation, including reasons and opportunities to respond or appeal, except where immediate action is required for safety or compliance;
- advise overseas students to seek Department of Home Affairs (DHA) guidance regarding visa impacts;
- report required changes to overseas student enrolments through PRISMS within regulatory timeframes;
- maintain accurate and current enrolment records;
- distinguish cancellation from withdrawal, transfer, completion or other forms of cessation;
- ensure cancellation is not arbitrary or discriminatory;

- provide information on fees, refunds, financial obligations and academic consequences;
- take reasonable steps to support students where enrolment changes may affect academic progress or wellbeing;
- ensure decisions are made by authorised officers and subject to appropriate oversight;
- maintain records of applications, evidence, decisions, notifications, appeals and outcomes;
- monitor patterns of deferral, suspension and cancellation to identify risks, support needs or systemic issues; and
- periodically review this Policy and Procedure to ensure alignment with legislative, regulatory and sector requirements.

5. Deferral of Enrolment

- 5.1 TITAN may approve a deferral where a student is unable to commence their course on the scheduled commencement date, and the circumstances satisfy relevant institutional requirements.
- 5.2 For overseas students, TITAN will assess and record deferral requests in accordance with *National Code Standard 9*.
- 5.3 A deferral may be approved where circumstances are considered compassionate or compelling, or where another legitimate basis for deferral is established under Titan's enrolment requirements.
- 5.4 Approval of a deferral does not guarantee that:
 - fees already paid will be refundable;
 - the student's original course or unit structure will remain unchanged;
 - the student will retain the same course commencement date;
 - the student's visa will remain valid; or
 - the student will remain eligible for the same study arrangements.
- 5.5 Students will be advised of relevant consequences before or at the time a deferral is approved.

6. Suspension of Enrolment

- 6.1 TITAN may approve a temporary suspension of a student's enrolment where appropriate circumstances exist.
- 6.2 A student requested suspension will generally require:
 - a formal request;
 - sufficient information to assess the circumstances;
 - supporting evidence where appropriate;
 - an identified proposed suspension period; and
 - consideration of academic and administrative consequences.
- 6.3 TITAN may also initiate suspension in circumstances permitted under this Policy and Procedure, and applicable legislation.
- 6.4 The period of an approved suspension will be determined with regard to:
 - the circumstances giving rise to the request;
 - the student's course structure;
 - academic progression requirements;
 - availability of units or subjects;
 - relevant legislative requirements;

- student visa requirements, where applicable; and
- the student's capacity to resume study.

7. Cancellation of Enrolment

- 7.1 TITAN may cancel a student's enrolment where legitimate grounds exist, and the decision is made in accordance with this Policy and Procedure.
- 7.2 Grounds may include, but are not limited to:
- serious or repeated misconduct;
 - serious or repeated breach of TITAN policies;
 - academic misconduct where cancellation is an authorised outcome;
 - failure to meet academic progression requirements following applicable intervention and appeal processes;
 - failure to meet admission or enrolment requirements;
 - failure to satisfy conditions attached to enrolment, intervention strategies, academic progression requirements or approved support plans;
 - provision of false, misleading or fraudulent information;
 - failure to pay required fees or other amounts in accordance with the student's written agreement;
 - serious or repeated breach of student visa or enrolment requirements, where applicable;
 - failure to comply with reasonable and lawful directions;
 - circumstances where continuation of enrolment presents a substantiated risk to the safety or wellbeing of the student or others; or
 - other circumstances permitted by applicable legislation, regulation or TITAN policies and procedures.
- 7.3 Cancellation will not be imposed arbitrarily or disproportionately.

8. Provider Initiated Suspension or Cancellation

- 8.1 Where TITAN proposes to suspend or cancel an overseas student's enrolment, TITAN will comply with the requirements of *National Code Standard 9*.
- 8.2 Before imposing provider-initiated suspension or cancellation, TITAN will generally:
- notify the student in writing of the proposed action;
 - provide reasons for the proposed action;
 - provide the student with an opportunity to respond;
 - consider any information or evidence provided by the student before making a final decision;
 - advise the student of their right to appeal through Titan's internal complaints and appeals process;
 - provide the applicable appeal timeframe;
 - consider any response or appeal in accordance with relevant policies and procedures; and
 - make and record the final decision.
- 8.3 Under *National Code Standard 9*, an overseas student must generally be given access to the provider's internal appeals process before provider-initiated suspension or cancellation takes effect, except where the student's health or wellbeing, or the wellbeing of others, is likely to be at risk.

9. Overseas Student Requirements

- 9.1 For overseas students, TITAN will administer deferral, suspension and cancellation in accordance with the ESOS legislative framework and the *National Code*.
- 9.2 TITAN will:
- maintain documented processes for assessing, approving and recording deferral and suspension requests;
 - retain records of decisions;
 - provide written notification of provider-initiated suspension or cancellation;
 - provide access to applicable internal appeals processes;
 - advise students to seek Department of Home Affairs (DHA) advice regarding potential visa consequences;
 - report required enrolment changes through PRISMS; and
 - ensure enrolment decisions are consistent with student visa and course progression requirements.
- 9.3 The National Code requires registered providers to report relevant enrolment changes under *Section 19 of the ESOS Act*.

10. Procedural Fairness

- 10.1 TITAN will apply procedural fairness to decisions that may adversely affect a student's enrolment.
- 10.2 This includes, where applicable:
- informing the student of the relevant issue;
 - providing sufficient information about the proposed decision;
 - providing a reasonable opportunity to respond;
 - considering relevant evidence;
 - ensuring the decisionmaker is appropriately authorised and impartial;
 - providing reasons for significant decisions; and
 - providing access to an appeal or review process.
- 10.3 Procedural fairness requirements will be applied in a manner consistent with the circumstances and any applicable legislative requirements.

11. Student Support

- 11.1 Where a student seeks deferral or suspension because of circumstances affecting their ability to study, TITAN may provide or facilitate access to appropriate support services.
- 11.2 Support may include:
- academic advice;
 - course planning;
 - counselling or wellbeing support;
 - accessibility or disability support;
 - financial guidance;
 - international student support; and
 - referral to external specialist services where appropriate.
- 11.3 Provision of support does not guarantee approval of a deferral or suspension.

12. Academic and Enrolment Consequences

- 12.1 Before approving a deferral or suspension, TITAN will consider relevant academic consequences, including:
- unit availability;
 - prerequisite requirements;
 - course sequencing;
 - expected completion date;
 - academic progression;
 - assessment requirements;
 - changes to course structures; and
 - impacts on the student's study plan.
- 12.2 Students will be advised where a deferral or suspension is likely to extend their expected course completion date.

13. Financial Consequences

- 13.1 Deferral, suspension or cancellation may have financial consequences.
- 13.2 Depending on the circumstances, these may include:
- tuition fee liabilities;
 - administrative charges where lawfully applicable;
 - refund eligibility;
 - changes to payment arrangements;
 - outstanding debts; and
 - consequences under the student's written agreement.
- 13.3 Financial consequences will be administered in accordance with the ***Student Fees, Charges and Refund Policy and Procedure***, and applicable legislation.

14. Decision Making Authority

- 14.1 Decisions under this Policy and Procedure will be made by officers authorised under the ***Delegation of Authority Framework***.
- 14.2 The level of authority required will depend on the nature and seriousness of the decision.
- 14.3 Provider initiated cancellation or suspension for serious misconduct, academic progression, non-payment or other significant matters will be managed in accordance with the ***Delegations of Authority Framework*** and governance requirements.
- 14.4 The decisionmaker must:
- have appropriate delegated authority;
 - act impartially;
 - consider relevant evidence;
 - comply with this Policy and associated procedures; and
 - maintain appropriate records of the decision.

15. Appeals and Reviews

- 15.1 Students affected by a decision under this Policy and Procedure may access the applicable TITAN complaints, appeals or review process.

- 15.2 For overseas students, provider-initiated suspension or cancellation will be subject to the internal appeals requirements of *National Code Standards 9 and 10*.
- 15.3 An appeal will be considered by an appropriately authorised person who was not directly responsible for the original decision, where reasonably practicable.
- 15.4 Nothing in this Policy and Procedure limits a student's right to access an external complaints or appeal mechanism available under applicable legislation or regulatory arrangements.

16. Records and Privacy

- 16.1 TITAN will maintain appropriate records relating to:
 - deferral and suspension applications;
 - supporting evidence;
 - decisions;
 - reasons for decisions;
 - correspondence with students;
 - appeals and outcomes;
 - PRISMS reporting;
 - financial consequences; and
 - reinstatement or return-to-study arrangements.
- 16.2 Records will be maintained securely and managed in accordance with the ***Privacy Policy and Procedure*** and applicable privacy legislation.

17. Monitoring and Quality Assurance

- 17.1 TITAN will monitor deferral, suspension and cancellation activity as part of its ***Quality Assurance Policy and Procedure***.
- 17.2 Monitoring may include:
 - number and type of deferral applications;
 - approval and refusal rates;
 - suspension and cancellation trends;
 - reasons for decisions;
 - appeal outcomes;
 - processing timeframes;
 - international student compliance;
 - PRISMS reporting accuracy;
 - student complaints;
 - recurring issues or systemic risks; and
 - effectiveness of student support interventions.
- 17.3 Material trends or identified risks will be reported through Titan's governance and quality assurance structures.

18. Procedures

- 18.1 Key Principles
 - 18.1.1 All decisions under this Procedure will be guided by:
 - procedural fairness;
 - transparency;
 - consistency;
 - evidence based decision making;
 - student wellbeing;

- academic integrity;
- regulatory compliance;
- privacy and confidentiality;
- proportionality;
- timely decision making; and
- the right to review or appeal where applicable.

18.1.2 TITAN will not suspend or cancel a student's enrolment arbitrarily, discriminatorily or for an improper purpose. Decisions must be based on relevant evidence and made by authorised officers.

18.2 Types of Action

18.2.1 Deferral

- A postponement of the commencement of a student's course or approved enrolment to a later commencement date.

18.2.2 Suspension

- A temporary interruption of a student's studies for an approved period.

18.2.3 Withdrawal

- A student-initiated decision to cease studying at Titan.

18.2.4 Cancellation

- Termination of a student's enrolment by Titan, or cancellation of an enrolment or offer in circumstances permitted under TITAN policies and procedures and applicable legislation.

18.2.5 Provider Initiated Suspension

- A suspension imposed by TITAN rather than requested by the student.

18.2.6 Provider Initiated Cancellation

- A cancellation imposed by TITAN rather than requested by the student.

18.3 Student Initiated Deferral Procedure

18.3.1 Submission of Application

- A student seeking to defer commencement must submit a formal Deferral Application through the approved TITAN process.
- The application should include:
 - full name and student number;
 - course of enrolment;
 - current commencement date;
 - proposed new commencement date;
 - reason for the request;
 - supporting evidence where required; and
 - any additional information reasonably requested by Titan.
- For overseas students, TITAN must maintain a documented process for assessing, approving and recording the request.

18.3.2 Initial Assessment

- Student Administration will:
 - confirm identity and enrolment status;
 - confirm course and commencement date;
 - check whether the request is within institutional limits;
 - determine whether supporting evidence is required;
 - identify academic, administrative and financial implications;
 - identify visa implications for overseas students; and
 - refer the application to the authorised decisionmaker.

18.3.3 Compassionate or Compelling Circumstances

- Where relevant, TITAN may consider whether circumstances are compassionate or compelling.
- Examples include:
 - serious illness or injury;
 - serious illness or death of a close family member;
 - significant family or personal circumstances;
 - serious traumatic events;
 - natural disasters;
 - significant political or civil disruption;
 - other circumstances beyond the student's reasonable control; or
 - other circumstances supported by credible evidence.
- For overseas students, assessment must be consistent with *National Code, Standard 9*.

18.3.4 Decision

- The authorised decisionmaker will determine whether the deferral is:
 - approved;
 - approved with conditions; or
 - refused.
- The decision must be recorded in the student management system.

18.3.5 Notification

- The student will receive written notification of the outcome.
- Where approved, the notification will identify:
 - the approved deferral period;
 - the revised commencement date;
 - conditions of approval;
 - financial and academic consequences;
 - requirements for re-confirmation of enrolment; and
 - visa and PRISMS implications for overseas students.

18.3.6 Recommencement following Deferral

- Students approved for a deferral must confirm their intention to commence before the revised commencement date.
- TITAN may require students to complete updated enrolment documentation, accept revised written agreements, confirm fee arrangements and participate in orientation activities before commencement.

18.4 Student-Initiated Suspension Procedure

18.4.1 Application for Suspension

- Students seeking suspension must submit a formal Suspension Application including:
 - student and course details;
 - proposed commencement and return dates;
 - reasons for suspension;
 - supporting evidence where relevant or requested by TITAN (medical, compassionate, or compelling circumstances);
 - any additional information required by Titan.

18.4.2 Assessment

- TITAN must assess the application considering:
 - circumstances supporting the request;
 - academic standing and progression;
 - unit availability and course sequencing;
 - expected completion date;
 - financial and visa implications (for overseas students);
 - consistency with TITAN and regulatory requirements.
- Assessment must be undertaken in accordance with principles of procedural fairness and documented in the Student Management System.

18.4.3 Decision

- The authorised decision-maker may:
 - approve the suspension;
 - approve a shorter or conditional suspension;
 - refuse the request.
- All decisions must include reasons and be recorded.

18.4.4 Duration and Records

- The approved suspension period must be clearly specified. Where changes occur, TITAN must update student records and, for overseas students, report changes through PRISMS within applicable legislative and regulatory timeframes.

18.4.5 Notification

- Students will receive written notification identifying:
 - approved suspension period;
 - revised commencement date;
 - conditions of approval.

18.5 Return from Suspension

- Before resuming studies, students must:
 - confirm intention and contact details;
 - complete enrolment and financial obligations;
 - obtain academic advice and confirm unit availability;
 - satisfy any conditions attached to the suspension;
 - complete orientation or re-orientation activities.

- For overseas students, TITAN must determine if a new or updated Confirmation of Enrolment (CoE) is required.

18.6 Student Withdrawal Procedure

- Students wishing to cease enrolment must submit a formal Withdrawal Request.
- Student Administration will:
 - Verify identity and enrolment status;
 - Identify outstanding fees and refund eligibility;
 - Advise academic and visa consequences;
 - Process withdrawal and update records;
 - Report early termination through PRISMS (for overseas students).
- Cancellation initiated by TITAN is managed under the Provider-Initiated Suspension or Cancellation Procedure and is not processed as a student withdrawal.

18.7 Provider-Initiated Suspension or Cancellation

- Provider-initiated action may occur only where authorised and justified, including:
 - misconduct or academic breaches;
 - non-payment of fees;
 - breach of course progress or attendance requirements;
 - provision of false or misleading information;
 - safety or wellbeing risks.
- All actions must comply with *National Code, Standard 9*, and be documented.

18.8 Notification and Appeal

- Where suspension or cancellation is proposed:
 - Written notice must outline reasons, evidence, and appeal rights;
 - Overseas students must be given **twenty (20) working days** to appeal internally;
 - Domestic students follow the ***Grievances Policy and Procedure***.
- Suspension or cancellation cannot take effect until the appeal process concludes, except where health or safety risks exist.

18.9 Academic Progress and Non-Payment

- Academic progress matters must follow the ***Academic Progress Policy and Procedure*** and *National Code, Standard 8*. Non-payment of fees will be managed by Finance in accordance with the ***Student Fees, Charges and Refund Policy and Procedure***.
- Where suspension or cancellation is being considered due to unsatisfactory academic progress, TITAN must first ensure that all intervention, notification, review and appeal requirements under the ***Academic Progress Policy and Procedure*** have been completed.

18.10 International Student and Visa Requirements

- Where a deferral, suspension, or cancellation affects an overseas student, TITAN must:
 - assess under the ESOS framework;
 - advise the student to seek Department of Home Affairs guidance;
 - update enrolment and PRISMS records;
 - retain evidence of decisions and notifications.
- TITAN staff must not provide immigration advice beyond their authorised role.

18.11 Financial and Refund Processing

- Finance will determine:
 - tuition fees paid and outstanding;
 - refund eligibility and administrative charges;
 - scholarship or funding implications.
- Refer to the the ***Student Fees, Charges and Refund Policy and Procedure*** for more information.

18.12 Academic Record

- Student Administration must update the academic record to reflect:
 - type and date of action;
 - duration and reason;
 - decision-maker and appeal status;
 - PRISMS reporting details (where applicable).
- Records must be retained for seven (7) years.

18.13 Recommencement Following Suspension

- Before a student recommences study, TITAN will confirm:
 - the suspension period has expired or been formally varied;
 - the student remains eligible for enrolment;
 - all conditions of suspension have been satisfied;
 - required fees have been paid or approved arrangements are in place;
 - units are available for enrolment;
 - academic progression requirements are met;
 - relevant support arrangements are available; and
 - international student requirements have been addressed, where applicable.
- Students may be required to undertake re-orientation or academic planning prior to recommencement.

18.14 Communication Requirements

18.14.1 All significant decisions under this Procedure must be communicated in writing.

18.14.2 Communications must be:

- clear;
- accurate;
- respectful;
- accessible;
- sufficiently detailed;
- provided within a reasonable timeframe; and
- retained on the student's record.

18.14.3 Where appropriate, communications will include:

- the decision;
- reasons;
- effective date;
- consequences;
- conditions;
- appeal rights and timeframe;

- available support services; and
- relevant external authorities.

18.15 Privacy and Confidentiality

18.15.1 Information relating to deferral, suspension, and cancellation will be treated as confidential student information.

18.15.2 Staff may only access or disclose information where:

- authorised;
- necessary to perform their role;
- required by law;
- necessary to protect health or safety; and
- permitted under the **Privacy Policy and Procedure** and applicable legislation.

18.16 Recordkeeping

- TITAN will retain appropriate records, including:
 - applications;
 - supporting evidence;
 - assessment records;
 - correspondence;
 - decision records;
 - notices;
 - student responses;
 - appeals and outcomes;
 - financial assessments;
 - PRISMS records; and
 - recommencement records.
- Records must be maintained in accordance with the **Records and Data Management Policy and Procedure**.

19. Roles and Responsibilities

19.1 Board of Directors are responsible for:

- oversight of institutional compliance with the *ESOS Act 2000* and *National Code 2018*;
- ensuring governance frameworks support fair and transparent student management processes;
- monitoring risk and quality assurance outcomes related to student deferral, suspension, and cancellation.

19.2 Chief Executive Officer is responsible for:

- approving provider-initiated suspensions or cancellations under delegated authority;
- ensuring appropriate delegations, procedures, and staff training are in place; and
- reporting significant compliance matters to the Board of Directors.

19.3 Academic Board is responsible for:

- oversight of academic progress and intervention strategies;
- ensuring academic integrity and progression policies align with regulatory standards; and
- reviewing aggregated data on suspensions and cancellations for continuous improvement.

19.4 Academic Dean is responsible for:

- ensuring academic advice and support are available to students returning from suspension;
- monitoring course sequencing and unit availability to support timely progression; and

- endorsing recommendations for suspension or recommencement where academic factors are relevant.

19.5 Course Coordinators are responsible for:

- providing academic guidance to students considering suspension or recommencement;
- confirming unit availability and progression requirements; and
- liaising with Student Administration to ensure accurate enrolment updates.

19.6 Quality and Compliance Manager is responsible for (as applicable):

- ensuring all actions comply with ESOS, National Code, and internal policy requirements;
- overseeing PRISMS reporting accuracy and timeliness; and
- maintaining procedural documentation and coordinating internal audits.

19.7 Student Administration is responsible for:

- managing applications, notifications, and record updates;
- maintaining accurate student data and PRISMS entries;
- communicating decisions and appeal rights in accordance with this Procedure.

19.8 Finance is responsible for:

- assessing financial implications of suspension or cancellation;
- administering refunds and fee adjustments within required timeframes;
- maintaining financial records consistent with the ***Student Fees, Charges and Refund Policy and Procedure***.

19.9 Students and Staff are responsible for:

- understanding and complying with this Policy and Procedure;
- providing accurate information and supporting documentation;
- engaging respectfully and cooperatively in all communications and processes;
- submitting applications and supporting evidence within required timeframes;
- maintaining current contact details;
- responding to requests for information relevant to the application or decision;
- complying with any conditions attached to approved deferment or suspension.

20. Definitions

Definitions for key terms are presented in the Glossary of Terms which may be accessed on the TITAN website.

21. Relevant Legislation, Guides, and/or Websites

21.1 Legislation:

- [Education Services for Overseas Students Act 2000](#) – Section 19 (accessed September 2026)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#), as amended, (accessed September 2026)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) – Standards 8, 9, 10. (accessed September 2026)
- [Privacy Act 1988 \(Cth\)](#) (accessed September 2026)
- [Tertiary Education and Quality Standards Agency Act 2011](#) (accessed September 2026)

21.2 Guides:

- TEQSA Guidance Note: [Grievance and Complaint Handling](#) (accessed September 2026)
- TEQSA Guidance Note: [Wellbeing and Safety](#) (accessed September 2026)

22. Related TITAN Documents

- Academic Progress Policy and Procedure
- Admissions Policy and Procedure
- Delegation of Authority Framework
- English Language Proficiency Policy and Procedure
- Enrolment Policy and Procedure
- Grievances Policy and Procedure
- Health, Safety and Wellbeing Policy and Procedure
- Privacy Policy and Procedure
- Quality Assurance Policy and Procedure
- Records and Data Management Policy and Procedure
- Student Academic Integrity Policy and Procedure
- Student Non-Academic Conduct and Misconduct Policy and Procedure
- Student Code of Conduct
- Student Disability Policy and Procedure
- Student Fees, Charges and Refund Policy and Procedure

Version Control

Updated Policy and Procedure Version Control		
Version #	Date of Change	Change Summary
2026.1	September 2026 Approved BoD 23.09.2026	Policy and Procedure reviewed. Layout of the document updated, more information added into each section. Added links to relevant legislation and websites. Document has been recoded and irrelevant information removed.

Original Policy and Procedure Version Control		
Version #	Date of Change	Change Summary
1.0	04-Jan-24	V1.0 Draft for approved by Board of Directors (BoD) 05-February-24

Warning –

- Document uncontrolled when printed! The current version of this document is maintained on the TITAN website.