

# Deferral, Suspension, and Cancellation Policy

21

ACADEMY





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*to offer excellent face to face and online academic courses with the aim of providing students with a learning experience comprising of quality of teaching, learning facilities and a positive education experience.*

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# 1. Aim and Scope of Document

21 Academy's Deferral, Suspension, and Cancellation Policy and Procedures defines the circumstances under which a student can defer, suspend, or cancel their enrollment with 21 Academy, as well as the situations under which 21 Academy can suspend or terminate a student's enrollment. Third Country Nationals Students must be advised that deferring, taking leave from studies or temporarily suspending their studies during their program may affect their student visa.

## 2. Definitions

Deferral or Suspension:

Deferring or suspending enrollment means putting studies on hold for a period of time which may or may not be pre-determined. On compassionate or compelling grounds, a student may request a temporary postponement or suspension of his or her enrollment.

Deferral is a temporary deferral of enrollment, while suspension applies only for multi-module study programmes and refers to attending module lectures during a subsequent study programme intake, if any.

Cancellation

When a student withdraws voluntarily or is forced to withdraw from a course, this is known as cancellation. In this case the terms within the student agreement signed between the student and the academy will come into force.

## 3. Compassionate or Compelling Situations

In compassionate or compelling situations, deferral and suspension will be given. Compassionate or compelling circumstances are ones that are beyond the student's control and have an impact on his or her academic success or well-being.

These circumstances include but are not limited to:

- Serious illness or injury resulting in the student's inability to attend classes, as documented by a medical certificate.
- Death of a close relative, such as parents, siblings, or children.
- A traumatic event that has had an impact on the student, such as being involved in or witnessing a serious accident or witnessing or being the victim of a serious crime. These claims should be backed up by reports from the police or psychologists.

If students do not comply with Academy policies or do not pay fees due, 21 Academy may also suspend or cancel a student's registration. The Student Code of Conduct outlines the anticipated behaviour of students as well as what constitutes misbehaviour. The event will be investigated using the 21 Academy Student Discipline Policy and Procedures.

## **4. Requesting a Deferral or Suspension of Studies**

Students can request a deferral or suspension of studies by filling in appropriate form annexed to this policy. This should be submitted to the Academy via email on [info@advisory21.com.mt](mailto:info@advisory21.com.mt)

Note that if the student was unable to contact 21 Academy due to a scenario such as being involved in a car accident, a retrospective deferment or suspension may be justified.



**Deferral of Studies request form**

**Student Name:**

**ID Card Number:**

**Course Name:**

**Course Start Date:**

**Description of Request:**

**Reason for Request:**

Personal health problems

Unexpected work commitments

Family commitments

Other extenuating circumstances

**If “other extenuating circumstances” was selected above, please specify:**

I declare that ALL of the information provided above is TRUE and CORRECT

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date of application**

**FOR OFFICE USE ONLY**

**Extension approved:**

Yes

No

**Reason:**

\_\_\_\_\_  
**Date of Decision**

\_\_\_\_\_  
**Signature**



## Suspension of Studies request form

**Student Name:**

**ID Card Number:**

**Course Name:**

**Course Start Date:**

**Description of Request:**

**Reason for Request:**

Personal health problems

Unexpected work commitments

Family commitments

Other extenuating circumstances

**If “other extenuating circumstances” was selected above, please specify:**

I declare that ALL of the information provided above is TRUE and CORRECT

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date of application**

**FOR OFFICE USE ONLY**

**Extension approved:**

Yes

No

**Reason:**

\_\_\_\_\_  
**Date of Decision**

\_\_\_\_\_  
**Signature**



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