



AUDIENCE	INTERNAL <input checked="" type="checkbox"/>	EXTERNAL <input checked="" type="checkbox"/>
POLICY ID	EDN-016-POL – Compassionate and Compelling Circumstances Policy	
RESPONSIBLE OFFICER	Campus Manager	
CONTACT OFFICER	Campus Manager	
ENDORSED BY	Continuous Improvement Committee	
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1. Introduction

1.1 Modification History

VERSION	COMMENTS
N/A	This policy is a new policy.
2	Removed reference to MEGT Education Group
3	Updated footer to include updated CRICOS code
4	Format update
5	Deferred review date until second half of 2016

1.2 Purpose

MEGT Education recognises that there might be compassionate and compelling circumstances beyond the control of the student that have an impact upon the student's ability to progress through their course and/or will have an impact on their general wellbeing. MEGT Education providers will consider the documentary evidence provided by the student to support their claim and assess each case on its individual merits.

2. Scope

This policy applies to:

- International students enrolling in MEGT Institute VET courses.
- International students enrolling in Ability English courses.
- MEGT Education Marketing, Admissions, Student Services and Education staff

3. Legislative Context

This policy satisfies the requirements of The National Code 2007.

4. Definitions

MEGT Institute: MEGT (Australia) Ltd, trading as MEGT Institute.

MEGT Education:

MEGT (Australia) Ltd, Trading as MEGT Institute
Ability Education Pty Ltd, Trading as Ability English

Compassionate and compelling circumstances – involuntary family, medical or general wellbeing reasons beyond the control of the student.

Beyond control – circumstances or situations which could not have been prevented and in which there is little or no alternative.

5. Policy Statement

MEGT Education will determine whether compassionate or compelling circumstances exist, based on documentary evidence provided by the student to support the claim. Compassionate or compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing.

Compassionate and compelling circumstances could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes.
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- Major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies.
- Inability to begin studying on the course commencement date due to delay in receiving a student visa.
- A traumatic experience, which could include:
 - Involvement in, or witnessing a serious accident; or
 - Witnessing or being the victim of a serious crime which has impacted on the student (supported by police or psychologists' reports)
- A statement of reasons or a claim for a request that is supported by sufficient, authentic and compelling evidence to support that argument or claim
- Other compassionate and compelling circumstances, at the discretion of the relevant approving authorities or their nominated officers.

6. Procedures

6.2 Staff Roles

Marketing, Admissions, Student Services and Academic staff need to ensure that where applicable:

- Students are informed of the need to provide appropriate documentation, using the appropriate forms as applicable for their circumstances and outlined in the applicable policy and procedure.
- Documentation received or sighted complies with the criteria as defined in this policy.

6.3 Student Roles

Students are requested to provide:

- Medical certificates issued by a registered medical practitioner, issued on formal letterhead, including the contact details of the medical practitioner and the registration number of the doctor, stating that the student is unfit to attend classes including a brief reason and include the specific duration the student will be unfit to attend classes.
- Death certificates (if applicable) provided as evidence must be translated into English and be certified.
- Evidence in support of a claim of a traumatic experience, such as police reports, a registered psychologists' reports or letter/report issued by other suitably qualified professional.
- Evidence of a major political upheaval or natural disaster having occurred within reasonable proximity of the student, and is, or was likely to have had an impact on the student's ability to continue or commence their studies.
- Evidence of work or study in a particular field or of a long-term, ongoing and deep interest in a particular field of work or study

7. Related Policies & Procedures

EDN-007-POL – Transfer Between Registered Providers Policy and Procedure

EDN-010-POL – Monitoring Course Progress Policy and Procedure

EDN- 013-POL – Deferral, Suspension and Cancellation Policy and Procedure

8. Implementation

The Compassionate and Compelling Circumstances Policy is made available via MEGT Institute's website externally and on the MEGT Intranet internally.

10. Attachments

N/A

11. Process Map

N/A

