



Fitness to Study Policy 2025

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Part 1 Purpose and application

1.1 Purpose

- (1) The purpose of this Policy is to provide a framework and procedurally fair practices for dealing with a student with a health condition that may affect their fitness to study.

1.2 Start date

- (1) This policy commences the day after the day on which it is registered.

1.3 Application

- (1) This policy applies to all students at Taylors College, including:
 - (a) currently enrolled, and
 - (b) who have been enrolled in the past two years
 - (c) prospective students
- (2) in the USPPs delivered on behalf of the University of Sydney by Navitas Australia Pty Limited (CRICOS Provider Code: 01682E) trading as Taylors College Sydney (the College), and to staff of the College.

1.4 Policy is binding

- (1) Except to the extent that a contrary intention is expressed, this policy binds The University of Sydney Foundation Program Pty Limited (CRICOS Provider Code: 00026A), staff, students and affiliates.

Part 2 General principles

- (1) All fitness-to-study issues will be handled in a respectful and coordinated way, following this policy and the Fitness to Study Procedures.
- (2) The College understands that a student's health, behaviour, or wellbeing may sometimes raise concerns about their ability to study. A student may be seen as unfit to study if their actions, linked to a fitness-to-study concern, show that:
 - (a) they pose, or may pose, a risk to their own health, safety or wellbeing, or that of others, or to College property or facilities.
 - (b) they disrupt, or may disrupt, other students, staff, or visitors from studying, teaching, or taking part in College activities
 - (c) they are unable, or may be unable, to meet the legal, ethical, or behavioural standards required in their course
 - (d) In these cases, the College may use this policy and its related procedures to manage and respond to the concern.



- (3) The College understands that student support and open communication are key to student success and wellbeing. The College will:
 - (a) continue to build a supportive environment for students facing challenges with their studies
 - (b) where possible, inform and involve students in decisions that may affect them
 - (c) allow students to bring a friend, family member, or another student to meetings under the Fitness to Study Procedures (but not a legal representative)
 - (d) follow any relevant state and national laws
- (4) A senior staff member may, on reasonable grounds, believe that a student is unfit to study and that the student poses an immediate or ongoing risk of:
 - (i) harm to themselves or others,
 - (ii) serious damage to the College's reputation or interests,
 - (iii) major damage to College property, or
 - (iv) significant disruption to College activities.
- (b) In such cases, the staff member may immediately stop the student from accessing College facilities or premises for a period that is reasonable in the situation. The case will then be referred to the College Director and treated as a Critical Concern (Level 3) under the Fitness to Study Procedures.
- (c) The College may also:
 - (i) restrict or cancel a student's enrolment in one or more units or courses, without academic penalty and with a relevant tuition fee refund.
 - (ii) require the student to direct all communication to specific staff members.
 - (iii) prohibit the student from using College facilities or entering College premises.
 - (iv) require the student to provide medical or professional evidence that they are fit to study, and that they have ongoing support.
 - (v) require the student to take part in certain activities to address any concerns before or during their return to study.
 - (vi) apply any other lawful condition or decision
- (5) When practical, any decision made under this clause will aim to help the student return to study within a reasonable timeframe.
- (6) If a student's enrolment is cancelled or refused under this policy, they cannot enrol provisionally while an appeal is being decided.

If an overseas student's enrolment is cancelled, it will follow Standard 9 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018. However, it can take immediate effect if the student's health or wellbeing, or the wellbeing of others, is at risk.

Part 3 Procedural fairness

- (1) The College is committed to fairness and justice when dealing with concerns about a student's fitness to study, which includes:
 - (a) the right to be heard.
 - (b) the right to be treated fairly and impartially.
 - (c) ensuring that students are not victimised or discriminated against in relation to a fitness to study assessment and process.
 - (d) the right to be informed of any concerns raised with appropriate notice and to be provided with opportunities to respond.
 - (e) the right to be given reasons for any decision.
- (2) where applicable, students will have the chance to correct information and explain any mitigating circumstances.
- (3) Students have the right to appeal a fitness-to-study decision under the Student Complaints and Appeals Policy and Procedures.

Part 4 Confidentiality

- (1) The College will keep all information about this policy and its procedures, including concerns about a student's fitness to study, confidential. The only exception is when reporting to the University of Sydney as stated in section 7, or when a student or former student agrees to share some or all of the information for a specific purpose.
- (2) All students must keep information about this policy and its procedures confidential, unless they need to share it to get support or advice from:
 - (a) immediate family members, parents, legal guardians or caregivers, or
 - (b) a student representative or support person.
- (3) Staff and affiliates must keep information about this policy and its procedures confidential, unless:
 - (a) disclosure is required to the DHA for the purposes of reporting.
 - (b) disclosure is required by law.
 - (c) staff and affiliates are assessing or reviewing concerns related to a student's fitness to study.
- (4) The confidentiality requirements apply to, but are not limited to, the identity of the person who raises a concern, the information gathered during a fitness-to-study assessment, the fact that an assessment is happening, and the results of the assessment.



Part 5 Records Management

Records related to this policy will be kept following the Records Management Policy and Procedures. Confidential documents will be handled according to privacy laws, and all information about allegations and investigations will be stored in a confidential file.

Part 6 Definitions

Affiliates	means consultants and contractors to the College; members of the Board of USFP; members of College committees; and any other persons appointed or engaged by USFP to perform duties or functions on its behalf.
Appeal	<p>means the request by a student for a review of a decision made by the College:</p> <ul style="list-style-type: none"> • about an outcome of a complaint by a student or about a student • to cancel an enrolment • in response to a Notice of Enrolment Cancellation (NEC) <ul style="list-style-type: none"> (i) in response to a request by a student to suspend their enrolment (ii) on a grade outcome (iii) in response to a student's application for special consideration (iv) as a result of a misconduct finding and/or penalty.
Bribery	means offering or accepting bribes (e.g., money or goods) for admission or grades.
College	means Taylors College Sydney, including its staff, affiliates and contractors.
College Director	means the most senior staff member for the College (or their delegate).
Course	means a sequence of academic subjects to achieve stated learning outcomes.
Delegate	means a person who has been authorised to perform a specific responsibility.
International student/overseas student	means a person (whether physically located within or outside Australia) who holds or needs a visa with rights to study in Australia and who has the right to enrol at the College.
Reasonable Adjustment	A measure or action taken to enable a student with a disability to participate in education and training on the same basis as other students at Taylors College.

Student	means a person who is currently an enrolled student in a USPP, and students enrolled in a USPP within the past two years.
Senior Staff Member	Includes the Wider Leadership Team, and the Senior Leadership Team
University of Sydney Preparation Programs (USPP)	means the non-award pathway programs offered by the University of Sydney and delivered by Navitas Australia trading as Taylors College Sydney. They include the University of Sydney Foundation Program (USFP) and the High Achievers Preparation Program (HAPP).

Part 7 Notes

Recissions and replacements

Not applicable

USPP Fitness to Study Policy 2025

Date adopted	30 June 2025
Approver:	USFP Board of Studies
Owner:	College Director
Review date:	At least once every 5 years from the date of commencement.
Rescinded documents	Not applicable
Related documents	<p>Education Services for Overseas Students Act 2000 (legislation.gov.au).</p> <p>The ESOS legislative framework (internationaleducation.gov.au).</p> <p>National Code of Practice for Providers of Education and Training to Overseas Students 2018 (legislation.gov.au).</p> <p>Higher Education Standards Framework 2021 Tertiary Education Quality and Standards Agency (teqsa.gov.au).</p> <p>Disability Discrimination Act 1992.</p> <p>Disability Standards for Education 2005.</p> <p>Equal Opportunity Act 1984 (WA).</p> <p>Education Support Act 2003.</p> <p>Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023.</p> <p>Deferment, Suspension, Withdrawal or Cancellation of Enrolment Policy and Procedures</p> <p>Monitoring Course Progress Policy and Procedures</p> <p>Progression and Exclusion Policy and Procedures</p> <p>Records Management Policy and Procedures</p> <p>Student Assessment Policy and Procedures</p> <p>Student Code of Conduct</p> <p>Student Complaints and Appeals Policy and Procedure</p> <p>Student Learning Assistance Policy and Procedures</p> <p>Student Misconduct Policy and Procedures</p> <p>Student Privacy Policy</p>

Part 8 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced