

Fitness to Study Procedures 2025

Table of contents

Part 1	Purpose and application	3
1.1	Purpose	3
1.2	Start date	3
1.3	Application	3
1.4	Policy is binding	3
Part 2	Overall Approach	3
Part 3	Level 1 – Isolated, Minor and Emerging Low-Level Concerns	4
Part 4	Level 2 – Significant or Ongoing Concerns of a Serious Nature	4
Part 5	Level 3 – Critical Concerns	6
Part 6	Return to Study	7
Part 7	Prospective Students	8
Part 8	Reporting and Quality assurance	9
Part 9	External Appeal	9
Part 10	Notes	10
Part 11	Amendment history	11

Part 1 Purpose and application

1.1 Purpose

- (1) The Fitness to Study Procedures outline Taylors College's process for managing a fitness to study concern about a student.

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 Overall Approach

- (1) The College has three levels for responding to a fitness to study concern:
 - (a) Level 1 – Isolated, Minor and Emerging Low-Level Concerns.
 - (b) Level 2 – Significant or Ongoing Concerns of a Serious Nature; and
 - (c) Level 3 – Critical Concerns.
- (2) All fitness-to-study concerns will be referred in writing to the College Director, who will decide the level of action needed based on factors such as the nature of the concern, the risk involved, the student's view of their behaviour, and how the student has responded to any steps taken by the College.
- (3) Where a meeting is held with a student:
 - (a) The student can bring a support person, such as a friend, family member, or another student, but they cannot have legal representation. The support person can only act as an advocate if invited by the staff conducting the meeting.
 - (b) The meeting can be held in person, by phone, or by videoconference, based on the student's preference and the situation.

- (c) where practicable, the student will be told in advance who will be at the meeting.
 - (d) The student will have a reasonable chance to respond to any concerns and present relevant information.
- (4) If the student cannot be contacted or the student does not engage with the process, the College may take appropriate action in the student's absence. The student will be notified of any actions taken using their last known contact details.

Part 3 Level 1 – Isolated, Minor and Emerging Low-Level Concerns

- (1) The welfare team may do any one or more of the following:
 - (a) contact or meet with the student to discuss the fitness-to-study concern, understand the student's view of the issue, and identify any additional support the student may need.
 - (b) provide the student with information about the College's fitness-to-study requirements, Student Conduct Policy, and available support services.
 - (c) record the case on the fitness-to-study register.

Part 4 Level 2 – Significant or Ongoing Concerns of a Serious Nature

- (1) The Associate Director Student Support and Experience will inform the College Director of a Level 2 concern.
- (2) The Associate Director Student Support and Experience:
 - (a) Consult with the Student Counsellor and other relevant staff when needed.
 - (b) If not already done, inform the student about the College's fitness-to-study policy and provide information on the College's fitness-to-study requirements, Student Conduct Policy, and support services.
 - (c) Arrange a meeting with the student and any relevant College representatives, inviting the student to bring any relevant information to the meeting.
- (3) At the meeting, the Associate Director Student Support and Experience will:
 - (a) Consider the student's response to any previous steps taken by the student or the College.
 - (b) Discuss the concern, understand the student's view, and identify any additional support needs.
 - (c) identify any ongoing or future risks that may be caused by the student's conduct.
- (4) The Associate Director Student Support and Experience may do any one or more of the following:



- (a) counsel the student about recommended changes to behaviour.
 - (b) refer the student to appropriate additional support services - e.g. health, counselling, or disability services.
 - (c) recommend that the student apply for appropriate changes to their enrolment or study load or seek a Learning Access Plan.
 - (d) request that the student direct all communications to nominated staff, and refrain from contacting other staff.
 - (e) refer the concern to other members of staff who may be more suitable to contact and assist the student.
 - (f) take such other action as may be required to assist the student as may be appropriate in the circumstances; or
 - (g) refer the matter to be dealt with as a Level 3 concern.
- (5) The Associate Director Student Support and Experience will:
 - (a) confirm in writing to the student any actions taken or recommendations made in accordance with the procedures.
 - (b) review the matter at an appropriate time in the future (unless this is being undertaken by another College support service); and
 - (c) inform relevant persons as may be appropriate in the circumstances as to what course of action is being followed.
- (6) If the student refuses to engage, misses a meeting, cannot be contacted, or if the concern continues, the Associate Director Student Support and Experience can take further action as described in the procedures or refer the matter to the College Director as a Level 3 concern.
- (7) record the case on the fitness-to-study register.

Part 5 Level 3 – Critical Concerns

- (1) Where there is a critical concern that a student is unfit to study, the matter is referred to the College Director.
- (2) The College Director will:
 - (a) notify and liaise with the Student Welfare about the Concern and keep them informed of actions taken by the College.
 - (b) consult with relevant staff, where appropriate.
 - (c) If not already done, notify the student about the College's fitness to study policy and provide information on relevant policies and support services.
 - (d) a meeting between the student, the Associate Director of Student Support and Experience, and other relevant staff to discuss the concern, inviting the student to bring relevant information.
- (3) At the meeting, the College Director will:
 - (a) consider the student's response to any prior steps taken to address the concern.
 - (b) discuss the concern and the student's perception of it, identifying any additional support needs.
 - (c) and identify any ongoing or future risks that may be caused by the student's conduct.
- (4) The College Director may do any one or more of the following:
 - (a) counsel the student about recommended changes to behaviour.
 - (b) refer the student to appropriate support services (e.g. health, counselling, or disability services).
 - (c) recommend that the student apply for appropriate changes to their enrolment or seek an Intervention Plan.
 - (d) request that the student direct all communications to nominated staff, and refrain from contacting other staff.
 - (e) refer the concern to other members of staff who may be more suitable to contact and assist the student; and
 - (f) take any other action deemed appropriate in the circumstances.
- (5) The College Director may, in accordance with the Fitness to Study Policy
 - (a) restrict or cancel a student's enrolment in one or more units or courses without academic penalty.
 - (b) prohibit a student from accessing College facilities or premises.
 - (c) require the student to provide a fitness to study report or other suitable medical/professional evidence, along with evidence of ongoing support to manage their studies.
 - (d) require the student to engage in specific activities to address fitness to study concerns before and during their return to study.
 - (e) impose any other lawful condition or determination.



- (6) If a student refuses to engage, does not attend a scheduled meeting, cannot be contacted, or the concern persists, the College Director may take any action outlined in these procedures.
- (7) record the case on the fitness-to-study register.

Part 6 Return to Study

- (1) Where a student's enrolment has been cancelled or suspended from the Fitness to Study policy, before returning to study (to the relevant units) the student will be required to provide to the Director of Student Success evidence that they are fit to return to study. Such evidence may include:
 - (a) a fitness to study report or other suitable medical or professional evidence as may be determined by Director of Student Success.
 - (b) evidence that the student will have ongoing support to manage their studies; and
 - (c) evidence that specific activities have been, or are being, undertaken to support the student.
- (2) The Director of Student Success will assess the evidence provided, liaise with any relevant stakeholders or professionals, and recommend to the College Director whether it is suitable for the student to return to study and if so, on what conditions (if any).
- (3) The student will be provided with a copy of the recommendation. The student will have 14 Calendar Days to respond in writing to the recommendation and provide the College Director with any further information or evidence that may be relevant.
- (4) The College Director will determine whether it is suitable for the student to return to study, and any conditions that may be appropriate in the circumstances. Conditions may include:
 - (a) requiring the student to provide a fitness to study report or other suitable medical or professional evidence of their fitness to study on a regular basis during the remainder of their studies.
 - (b) requiring the student to undertake specific activities to address the fitness to study concern; and
 - (c) enrolment restrictions.
- (5) Before a student returns to study, the Student Engagement and Success Manager will create a Return to Study Plan for the student. The Return to Study Plan will reflect the outcome and provide further information about support services available to the student. The Student Engagement and Success Manager will consult with the student about course progression and suitable units to be undertaken.
- (6) The Director of Student Success will notify relevant staff about the student's return to study and, where appropriate and relevant, any ongoing fitness to study conditions, or actions required to support the student.

- (7) The College Director may impose any of the outcomes described in the Fitness to Study Policy, where the student is unable or unwilling to produce evidence as set out in Part 6 or abide by any conditions imposed on their return to study.

Part 7 Prospective Students

- (1) Before starting their studies, a prospective student may need to provide evidence to the Director of Student Success to show they are fit to study. This evidence may include:
 - (a) A fitness-to-study report or other medical or professional evidence as required by the Director of Student Success
 - (b) Evidence that the student will have ongoing support to manage their studies.
 - (c) Evidence that specific activities have been, or are being, done to support the student's readiness for study.
- (2) The Director of Student Success will review the evidence provided, consult with relevant staff or professionals, and recommend to the College Director whether the student can start their studies, and if so, under what conditions.
- (3) The student will receive a copy of this recommendation and have 14 calendar days to respond in writing, providing any additional relevant information or evidence.
- (4) The College Director will decide if the student can start their studies and what conditions may apply. These conditions may include:
 - (a) Requiring the student to provide ongoing medical or professional evidence of their fitness to study.
 - (b) Requiring the student to undertake specific activities to address any identified fitness to study concerns.
 - (c) Enrolment restrictions.
- (5) If the student is permitted to commence study, the Student Engagement and Success Manager will develop a Fitness to Study Plan, outlining relevant conditions and available support services, and consult with the student regarding course progression.
- (6) The Director of Student Success will notify relevant staff about the student's enrolment and, where appropriate, any fitness to study conditions or required actions to support the student.
- (7) If a student is unable or unwilling to provide the required evidence or comply with any conditions, the College Director may determine that the student is not suitable to commence study, in accordance with the Fitness to Study Policy.



Part 8 Reporting and Quality assurance

- (1) The College is responsible for monitoring and reporting fitness-to-study concerns. This includes comparing data on the number of incidents, their nature, and the outcomes at the end of each semester, which will be shared with the USFP Board of Studies.
- (2) The Director of Student Success will provide an annual report to the College Senior Leadership Team on trends and instances of fitness-to-study concerns. The report will not identify individual students but will include the number of concerns raised at each level, a summary of actions taken, and how many students have returned to study.

Part 9 External Appeal

- (1) Students will be provided with information about external avenues for lodging complaints related to fitness to study outcomes, such as the National Student Ombudsman.

Part 10 Notes

Recissions and replacements

Not applicable

USPP Fitness to Study Procedures 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 11 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced