

<b>PENDING STATUS FOR HIBERNATING NEAS CENTRES</b>	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>Present NEAS's procedures for Member Centres entering hibernation.</li> </ul>
<b>NEAS Member Hibernation Procedures</b>	<ol style="list-style-type: none"> <li>The Centre notifies NEAS and applies for NEAS Pending status. <ul style="list-style-type: none"> <li>The Centre lodges a formal "Letter of Application for Pending Status".</li> <li>This Letter of Application must confirm the following: <ol style="list-style-type: none"> <li>The Centre has temporarily ceased operations,</li> <li>It is not accepting any enrolments or fees from students,</li> <li>It requests placing NEAS Membership on Pending status (as opposed to withdrawal of membership),</li> <li>It will advise NEAS of its intention to recommence operations as a fully Endorsed NEAS Member when able to do so.</li> </ol> </li> </ul> </li> <li>Where there is a record of formal notification of hibernation submitted to a government regulatory authority, the Centre shall provide this as supporting information.</li> <li>This Letter of Application must be provided to NEAS with 21 days' notice of scheduled hibernation, or as early as possible.</li> <li>When the provider prepares to resume operations, it must give 21 days' notice to NEAS.</li> </ol>
<b>NEAS Endorsement Committee review</b>	<ul style="list-style-type: none"> <li>NEAS will review each Letter of Application and decide on: <ul style="list-style-type: none"> <li>Granting or rejecting Pending status,</li> <li>The duration of Pending status agreed,</li> <li>Dates for the review of Pending status.</li> </ul> </li> <li>NEAS will provide the Centre with a formal letter advising of the Endorsement Committee's decision.</li> <li>Where the centre does not agree with the decision of the Endorsement Committee, it has the right of appeal. Such appeals must be lodged via a formal Letter of Appeal to the Operations Manager, within 21 days of receipt of the Endorsement Committee's written decision.</li> </ul>
<b>Entitlements for Pending Centres and Staff</b>	<ul style="list-style-type: none"> <li>Staff from Pending centres will continue to enjoy these entitlements: <ul style="list-style-type: none"> <li>Access to the Quality Learning Series Courses,</li> <li>Listing as an ELT professional,</li> <li>Online Learning Courses,</li> <li>Discounted Management Conference ticket,</li> <li>Access to NEAS News.</li> </ul> </li> <li>Pending Centre entitlements will be affected by: <ul style="list-style-type: none"> <li>Suspension of all Quality Review activities,</li> <li>Temporary removal of Endorsed Centre logo on website and marked as Pending,</li> <li>Suspension from attending, speaking and voting at NEAS general meetings.</li> </ul> </li> </ul>

Please contact NEAS for further information: [admin@neas.org.au](mailto:admin@neas.org.au)