



Subject: **DEFERRING, SUSPENDING OR CANCELLING AN INTERNATIONAL STUDENT'S ENROLMENT POLICY**

Covers: **ALL INTERNATIONAL STUDENTS**

Policy No: INT4 – Version 2
Effective: March 2015
Revised: June 2021
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National ESOS Code Standard 9
CRICOS Code: 00482K

Deferring, Suspending or Cancelling an International Student's Enrolment Policy

- 1) Deferment of commencement of study requested by student
 - a. St Michael's Collegiate School will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
 - b. The final decision for assessing and granting a deferment of commencement of studies lies with the Principal.
 - c. Deferment will be recorded on PRISMS **within 14 days** of being granted.
- 2) Suspension of study requested by student
 - a. Once the student has commenced the course, St Michael's Collegiate School will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - i) illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - iii) major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).
 - b. Suspensions will be recorded on PRISMS **within 14 days** of being granted.
 - c. The period of suspension will not be included in attendance calculations.
 - d. The final decision for assessing and granting a suspension of studies lies with the Principal.
- 3) Student initiated cancellation of enrolment
 - a. All notification of withdrawal from a course, or applications for refunds, must be made in writing and submitted to the Principal. Please see St Michael's Collegiate School' Refund Policy for information regarding refunds.



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- 4) Assessing requests for deferment or suspension of studies
 - a. Applications will be assessed on merit by the Principal or delegated senior staffmember i.e., Director of Boarding / International Student Coordinator or Chief Operating Officer.
 - b. All applications for deferment or suspension will be considered within **10 working days**.

- 5) School initiated exclusion from class (1 – 28 days)
 - a. St Michael's Collegiate School may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified as resulting in exclusion in St Michael's Collegiate School' Code of Conduct or School Rules which are provided at the time of enrolment and agreed to by the student and family. This includes smoking, drinking of alcohol and possession or taking of drugs.
 - b. Excluded students must abide by the conditions of their exclusion from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
 - c. Where the student is provided with homework or other studies for the period of the exclusion, the student must continue to meet the academic requirements of the course.
 - d. Exclusions from class will not be recorded on PRISMS.
 - e. Periods of 'exclusion from class' for up to 5 days will not be included in attendance calculations as per St Michael's Collegiate School' Course Progress and Attendance Policy.

- 6) School initiated suspension of studies (28 days +)
 - a. St Michael's Collegiate School may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in St Michael's Collegiate School' Code of Conduct / School Rules.
 - b. Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal.
 - c. Students who have been suspended for **more than 28 days** may need to contact Department of Immigration and Border Protection (DIBP).
 - d. If special circumstances exist, the student must abide by the conditions of her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will, be determined by the Principal.
 - e. Suspensions will be recorded on PRISMS.
 - f. The period of suspension will not be included in attendance calculations.

- 7) 7. School initiated cancellation of enrolment
 - a. St Michael's Collegiate School will cancel the enrolment of a student under the



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following conditions:

- i) Failure to pay course fees
 - ii) Failure to maintain approved welfare and accommodation arrangements (visa condition 8532)
 - iii) Any behaviour identified as resulting in cancellation in St Michael's Collegiate School' Code of Behaviour.
- b. St Michael's Collegiate School is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to Department of Immigration, which may impact on a student's visa.
- c. St Michael's Collegiate School may cancel the enrolment of a student for failure to disclose a pre-existing condition requiring a high degree of specialised support or care.

School initiated cancellation of enrolment is subject to St Michael's Collegiate School' Complaints and Appeals Policy. Please see 8), below.

8) Complaints and Appeals

- a. Student requests for deferment, and suspension and cancellation of enrolment are not subject to St Michael's Collegiate School' Complaints and Appeals / Grievance Policy.
- b. Exclusion from class is subject to St Michael's Collegiate School' Complaints and Appeals Policy.
- c. School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to St Michael's Collegiate School' Complaints and Appeals Policy.
- d. For the duration of the internal appeals process, the school will maintain the student's enrolment and the student will attend classes as normal. The Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e. If students access St Michael's Collegiate School' complaints and appeals process regarding a school-initiated suspension or cancellation of enrolment under Standard 9, the change in enrolment status will not be reported in PRISMS until the internal complaints and appeals process is finalised, unless extenuating circumstances relating to the welfare of the student apply. NB: Students may still access the external complaints and appeals process, but the school need not await the outcome of this process before changing the student's enrolment status in PRISMS.

However, if the school has issued a CAAW for a student, welfare provisions under NC St 5.3 are applicable.

- f. Extenuating circumstances include:
 - i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
 - ii) the student is missing



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- iii) the student has medical concerns or severe depression or psychological issues which lead the school to fear for the student's wellbeing
 - iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
 - v) is at risk of committing a criminal offence, or
 - vi) the student is the subject of investigation relating to criminal matters.
- g. The use of extenuating circumstances by St Michael's Collegiate School to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.
- h. The final decision for evaluating extenuating circumstances lies with the Principal.
- 9) Student to seek information from Department of Immigration and Border Control (DIBP)
- a. Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Students can visit the Department of Immigration Website www.immi.gov.au/students/ for further information about their visa conditions and obligations.

10) Definitions

- a. Day – any day including weekends and public holidays in or out of term time

****NB** – please also refer to the 'Schedule of Attendance Breaches' and 'Schedule of Academic Breaches'.

STUDENT CONTINUED WELFARE PROVISIONS

Should a student's enrolment be terminated, suspended, deferred or cancelled, or should a student be transferring to or from another School, Collegiate will check that suitability of welfare arrangements and supervision for the student are continued until:

- The student is accepted by another provider and that registered provider takes over responsibility for approving the student's accommodation, support and general welfare arrangements (Collegiate liaises to ensure continuity and the 'no-gap' policy);
- The student leaves Australia;
- Other suitable arrangements are made that satisfy the Immigration regulations (example: the student changes from student visa to permanent resident status – in which case evidence is required);
- Collegiate reports via PRISMS that it can no longer approve the arrangements for the student under Standard 5.3.6 or that the School is no longer able to approve the student's welfare arrangements or under Standard 5.5 that it has taken the required action after not being able to contact the student (examples: where a student or parent is **refusing** to comply to Collegiate's welfare and care policies, school or boarding house rules - or to provide 'working with children check clearance').



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Collegiate will however ensure that the student remains under welfare provision until such time of confirmation that the student has left the school and returned home (flight details are checked) or the student changes to be under the welfare/care of another provider as per points above. Collegiate understands that in reporting under 'Non-Approval of Appropriate Accommodation/Welfare Arrangements' letter, that Collegiate is in fact reporting a 'breach of student condition 8532' and the report is likely to result in cancellation of the student's visa.

- Collegiate will ensure that for any incoming or outgoing student that the student's welfare is a priority and that the School will ensure the student is not at risk of being unsupervised by a course provider, a parent or nominated relative as approved by Immigration.
- Supervision and welfare arrangements as above also apply during the transfer to or from another provider school.