

Deferment | Suspension and Cancellation Policy (International Students)

Policies and Procedures | Kormilda College Ltd | CRICOS 00971D

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PURPOSE

The intent of this policy is to communicate principle and procedures relating to the deferment, suspension and cancellation of courses for overseas students.

Document Management

RELEVANT TO

All Staff | All Overseas Students | All Parents/Guardians of Overseas Students

REVIEWED BY

Head of Senior School

MODIFICATION HISTORY

Created February 2016.

RELATED DOCUMENTS

Education Agents Policy (Overseas Students)

Refund Policy (Overseas Students)

Student Transfer Request Policy (Overseas Students)

Welfare and Accommodation Policy (Overseas Students)

RELATED LEGISLATION

Commonwealth Education Services for Overseas Students Act 2000.

NSW Consumer Law Act, 2013

Commonwealth Competition and Consumer Act, 2010

Education Services for Overseas Students

(ESOS) Act, 2000 and Regulations, 2

REVIEW

The policy is to be reviewed every three years or in the event of any information or incident that would warrant a review (including legislative or organisational change).

1. Deferment of Commencement of Study Requested by Overseas Student

A deferment occurs when an enrolment is postponed to a future date.

- (a) Kormilda College will only grant a deferment of commencement of studies for compassionate and compelling circumstances. These include but are not limited to:
 - » illness, where a certified medical certificate states that the student was unable to attend classes
 - » bereavement of close family members such as parents, siblings or grandparents (where possible a certified death certificate should be provided)
 - » major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - » a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - » failure of the student to meet English testing standards to ensure success at school
- (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 depending on the student's CoE status.

2. Suspension of study requested by student

A suspension occurs when an enrolment is suspended for a period of time as determined by the Principal.

- (a) Once the student has commenced the course, Kormilda College will only grant a suspension of study for compassionate and compelling circumstances. These include but are not limited to:
 - » illness, where a certified medical certificate states that the student was unable to attend classes
 - » bereavement of close family members such as parents, siblings or grandparents (where possible a certified death certificate should be provided)

- » major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on studies
 - » 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.
- (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. Assessing requests for deferment or suspension of studies

- (a) Applications will be assessed on merit by the Principal.
- (b) All applications for deferment or suspension will be considered within 10 working days.

4. Exclusion from class (1 - 28 days)

- (a) Kormilda College 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 of Kormilda College Behaviour Management Policy or Boarding House Behaviour Management Policy.
- (b) An excluded student must abide by the conditions of 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/Director of Boarding.
- (c) Where the student is provided with homework or other studies for the period of 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' will not be included in attendance calculations as per Kormilda College's Course Progress and Attendance Policy.

5. School initiated suspension of studies (28+ days)

- (a) Kormilda College 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 exclusion by the Kormilda College's Behaviour Management Policy or Boarding House Behaviour Management Policy.
- (b) A suspended student must abide by the conditions of his/her 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) A student who has been suspended for more than 28 days will be required to return to his/her home country by DIAC unless special circumstances exist (e.g. the student is medically unfit to travel).
- (d) If special circumstances exist, the student must abide by the conditions of his/her suspension which will depend on the welfare and accommodation arrangements in place for the student and which will be determined by the Principal/Director of Boarding.
- (e) A suspension will be recorded on PRISMS.
- (f) The period of suspension will not be included in attendance calculations as per Kormilda College's Course Progress and Attendance Policy.

6. Cancellation of enrolment

A cancellation occurs when a family decides to withdraw from enrolment procedures, or the School determines that the enrolment is no longer viable.

- (a) Kormilda College will cancel the enrolment of a student under the following conditions:
- » failure to pay course fees
 - » Failure to maintain approved welfare and accommodation arrangements (visa condition 8532).
 - » Any behaviour identified as resulting in exclusion of Kormilda College's School Behaviour Management Policy or Boarding House Behaviour Management Policy.
- (b) Kormilda College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DIAC which will result in automatic cancellation.

7. Complaints and Appeals.

- a) Student requested deferment and suspension are not subject to Kormilda College's Complaints and Appeals Policy.
- b) Exclusion from class is subject to Kormilda College's Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to Kormilda College's Complaints and Appeals Policy.

- d) For the duration of the appeals process, the student is required to maintain your enrolment and attendance at all classes as normal. The Head of Senior School will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access Kormilda College's complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS until the complaints and appeals process is finalized, unless extenuating circumstances relations to the welfare of the student apply.
- 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
 - 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 behavior 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 Kormilda College 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.

8. Student Advice.

- 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 will be informed to contact the Department of Immigration for advice.