



## **International Student Deferment, Suspension and Cancellation Policy and Procedure Document CRICOS Provider No. 00553M**

### **1) Deferment of commencement of study requested by student**

- a) St Philip's Christian College 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 depending on the students CoE status.

### **2) Suspension of study requested by student**

- a) Once the student has commenced the course, St Philip's Christian College 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.
- 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 Principal.
- b) All applications for deferment or suspension will be considered within 14 working days.

**4) Exclusion from class (1 – 28 days)**

- a) St Philip's Christian 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 in St Philip's Christian College Code of Conduct.
- 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' will not be included in attendance calculations as per St Philip's Christian College Course Progress and Attendance Policy.

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

- a) St Philip's Christian 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 suspension in St Philip's Christian College Code of Conduct.
- 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 are required to return to their home country by DHA 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 or her suspension which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of School and International Student Advisor.
- e) Suspensions will be recorded on PRISMS.
- f) The period of suspension will not be included in attendance calculations.

## **6) Cancellation of enrolment**

- a) St Philip's Christian College will cancel the enrolment of a student under the 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 Philip's Christian College Code of Conduct.
- b) St Philip's Christian College is required to report failure to maintain satisfactory course progress and failure to maintain satisfactory attendance to DHA via PRISMS which will result in automatic cancellation.

## **7) Complaints and Appeals**

- a) Student requested deferment and suspension are not subject to St Philip's Christian College Complaints and Appeals Policy.
- b) Exclusion from class is subject to St Philip's Christian College Complaints and Appeals Policy.
- c) School initiated suspension, where the suspension is to be recorded in PRISMS, and cancellation are subject to St Philip's Christian College 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 Principal will determine if participation in studies will be in class or under a supervised arrangement outside of classes.
- e) If students access St Philip's Christian College complaints and appeals process regarding a school initiated suspension, where the suspension is recorded in PRISMS, or cancellation, the suspension or cancellation will not be reported in PRISMS until the complaints and appeals process is finalised, unless extenuating circumstances relating 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 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 Philip's Christian 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 & Boarder Protection (DHA) for advice.

**9) Definitions**

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

*Appendix 1:*

Application for Deferment of commencement or suspension of studies

Please read the attached Deferment, Suspension and Cancellation Policy before filling out this form to see if you meet the requirements to be granted a deferment of commencement or suspension of studies.

Student name: \_\_\_\_\_

Year: \_\_\_\_\_

Current Address in Australia:

\_\_\_\_\_

Address in home country:

\_\_\_\_\_

Phone no: \_\_\_\_\_

Mobile Ph: \_\_\_\_\_

Email address: \_\_\_\_\_

**I am applying for**

A deferment of commencement of studies

A suspension of studies

Please state why you wish to defer/suspend your studies.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attachments:**

Attach any relevant supporting documentation.

This form will be assessed once all documentation has been received. The school may ask for more documentation if required. Applications are usually processed in 14 working days.

Deferment and suspension of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local Department of Home Affairs office to see if this will affect you.

Students who have not yet commenced their studies at St Philip's Christian College will also need to contact DHA in case there is any effect on their student visa as a result of changes to enrolment or CoE status.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Appendix 2:*

Letter of Intention to Suspend or Cancel Enrolment

Student name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Under 18

Parents and Agent Date Notified: \_\_\_\_\_

Year/Class: \_\_\_\_\_

Current Address:

\_\_\_\_\_

Phone no: \_\_\_\_\_

Email address: \_\_\_\_\_

This letter is to inform you that St Philip's Christian College intends to

Suspend your enrolment for  days/weeks/months

Cancel your enrolment

This is due to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deferment, suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Home Affairs on 131 881 or contact the local DHA office to see if this will affect you.

You have 20 working days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy available on [www.spcc.nsw.edu.au/foundation/our-story/policies](http://www.spcc.nsw.edu.au/foundation/our-story/policies)

Principal  
St Philip's Christian College

*Appendix 4:*

Letter of intention to suspend or cancel enrolment with extenuating circumstances

Student name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Under 18

Parents and Agent Date Notified: \_\_\_\_\_

Year/Class: \_\_\_\_\_

Current Address:

\_\_\_\_\_

Phone no: \_\_\_\_\_

Email address: \_\_\_\_\_

This letter is to inform you that St Philip's Christian College intends to

Suspend your enrolment for  days/weeks/months

Cancel your enrolment

This is due to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suspension and cancellation of enrolment can have an effect on a student's visa as a result of changes to enrolment status. Please contact the Department of Immigration on 131 881 or contact the local DHA office to see if this will affect you.

You have 20 working days in which to appeal the school's decision in accordance with the school's Complaints and Appeals Policy available in [www.spcc.nsw.edu.au/foundation/our-story/policies](http://www.spcc.nsw.edu.au/foundation/our-story/policies)

However, St Philip's Christian College has determined that extenuating circumstances apply in this case. [Insert details]

For this reason your enrolment will be suspended/cancelled immediately. This will not affect your ability to access the complaints and appeals processes of the school.

Principal Signature: \_\_\_\_\_

St Philip's Christian College

Date: \_\_\_\_\_